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PERSONNEL ACCOUNTING TECHNICAL MANUAL

RESERVE ESTABLISHMENT



**U. S. MARINE CORPS
NAVMC P-2526-PD
1959**

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C.

12 August 1959

The Personnel Accounting Technical Manual (Reserve Establishment) (NAVMC P-2526-PD) 1959, is issued to establish the items of information to be maintained in punched card form for the Reserve Establishment and to provide instruction and guidance in matters concerning the processing of personnel accounting records and documents at Data Processing Installations servicing the Reserve Establishment.

The Personnel Accounting Technical Manual (Reserve Establishment) (NAVMC P-2526-PD) is effective 1 November 1959 and supersedes that portion of the Personnel Accounting Technical Manual (NAVMC 1098-PD) 1954 and supplements thereto pertaining to the Reserve Establishment.

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Brigadier General, U. S. Marine Corps
Director of Personnel

DISTRIBUTION: "TY"

RECORD OF CHANGES

[illegible]

INTRODUCTION TO THE PERSONNEL ACCOUNTING TECHNICAL MANUAL - RESERVE ESTABLISHMENT

0001 PURPOSE

1. The Personnel Accounting Technical Manual - Reserve Establishment establishes the items of information to be maintained in punched card form and constitutes the personnel accounting instructions for Data Processing Installations servicing the Reserve Establishment of the Marine Corps. This manual contains instructions prescribed by the Commandant of the Marine Corps relative to the processing of Personnel Accounting System documents and reports preparation for the Reserve Establishment.
2. This manual will be referred to as the "Personnel Accounting Technical Manual - Reserve Establishment" (Abbreviation - PATM-ResEstab)

0002 SCOPE

1. All personnel accounting instructions for the Reserve Establishment which are of a permanent nature and which are issued by the Commandant of the Marine Corps will be published for inclusion in this manual.

0003 FORMAT

1. The Personnel Accounting Technical Manual - Reserve Establishment is published in loose leaf form with pages of each chapter numbered in sequence beginning with 1. Each page number is preceded by the number of the chapter. For example, the third page of Chapter 2 is numbered 2-3.
2. The paragraph numbering system used is based on a four digit number which may be broken down as follows:

Paragraph	2210	1 a (1) (a)
Chapter		
Paragraph		
Subparagraphs		

0004 CHANGES

1. When approved by the Commandant of the Marine Corps, changes to the Personnel Accounting Technical Manual - Reserve Establishment will be promulgated periodically as required and will be numbered consecutively.
2. Where an immediate change of information regarding personnel accounting matters is necessary, instructions will be issued by message, letter or Naval Speedletter. Subsequently, the effects of such communications will be included in a printed change to the Personnel Accounting Technical Manual - Reserve Establishment.
3. Revisions and changes will be indicated by an arrow symbol (➤) which reflects the latest change on a given page. The change number will be shown at the bottom of each page.

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CHAPTER 1: INTRODUCTION TO THE PERSONNEL ACCOUNTING SYSTEM

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CHAPTER 1

INTRODUCTION TO THE PERSONNEL ACCOUNTING SYSTEM

PART A: GENERAL

1000 WHAT IS PERSONNEL ACCOUNTING

1. The Marine Corps Personnel Accounting System is essentially a formal method or plan governing the procurement or recruitment, identifying, sorting, classifying and coding other specific and pertinent personnel data for manual, mechanical or electronic processing.

1001 WHY A PERSONNEL ACCOUNTING SYSTEM

1. The Marine Corps Personnel Accounting System was designed to reduce the repetitious reporting of personnel information; to reduce administrative overhead; and to speed up the assembly, maintenance and dissemination of personnel data.

1002 CONCEPT OF ACCOUNTING ESTABLISHMENTS

1. For personnel accounting purposes, the Marine Corps is considered as two separate establishments. These establishments are:

- a. The REGULAR ESTABLISHMENT
(all regular personnel on active duty and all reserve personnel assessed to the regular establishment)
- b. The RESERVE ESTABLISHMENT
(all Class II and III reservists and Fleet Marine Corps Reserve personnel not assessed to the regular establishment), divided as follows:
 - (1) The Organized Reserve (Class II)
 - (2) The Volunteer Reserve (Class III and FMCR)

2. The Regular and Reserve Establishments are processed separately at Headquarters Marine Corps. Transfers between the Regular Establishment and Reserve Establishment are processed as a separation (loss) to one establishment and an accession (gain) to the other.

3. For each individual within the Reserve Establishment two (2) types of accounting cards are maintained. Duplicate of one of these accounting cards is furnished Headquarters Marine Corps. The second of these accounting cards is maintained only at the Data Processing Installations servicing the Marine Air Reserve Training Command, Reserve District Headquarters and Reserve and Recruitment District Headquarters.

1003 DEFINITION OF TERMS

1. These definitions are provided for a uniform understanding of certain terms used in this manual.

TERM

DEFINITION

ALPHAMERIC

Refers to printed, punched, or coded characters when they may be alphabetic, decimal digits, punctuation marks, symbols or combinations thereof.

TERMS

DEFINITION

ANTICIPATED ACCOUNTS FILE

This file is maintained by each DPI and consists of punched cards received from other DPIs for individuals transferred to a reporting unit serviced by the cognizant DPI. The maintenance of this file eliminates the necessity for the resubmission of information already in the Personnel Accounting System whenever individuals are transferred between units serviced by different DPIs. (For individuals transferred between units within the DPI see definition of "Pending Section".)

AS OF ENTRY

An as of entry refers to the report of an occurrence which happened on a date prior to the date for which the diary is prepared. An as of entry normally represents information of which the reporting unit had no knowledge at the time of occurrence.

BATCH CARD

A card which contains the summarization of the unit's strength totals; total of officers and enlisted separately; total of all service numbers (officers and enlisted combined) in a reporting unit; and the date to which the accounting card file has been processed. This card is utilized in zero balancing to indicate shortages or overages in the reporting unit.

CONTROL LISTING

A listing of changes to the accounting card file and to the batch card which are contained in the analyst work group. This listing is used to audit the accuracy of analyst coding and to insure that cards have been correctly punched.

CUT-OFF DIARY

The most recent diary utilized to provide information when preparing a report or making accounting card submission.

DATE CARD

A card in which the date of latest document processed is pre-punched, placed in front of the analyst accounting cards and directly behind the reporting unit batch card when control listing. This card causes the up-dating of the batch control card to reflect the date to which the reporting unit file has been processed.

DISBANDMENT ROSTER

A roster that is prepared when all individuals have been transferred from a reporting unit and unit diary submission is terminated by reason of disbandment of the reporting unit. This roster will show all the personnel in the account since the last Gain and Loss Statement or Auditing Personnel Roster was prepared.

DATA PROCESSING INSTALLATION (DPI)

Data Processing Installations are service-type facilities which employ electric accounting and electronic data processing machinery, separately or in combination, in processing basic data into punched card form, magnetic or paper tapes, or other acceptable storage medium, and the extraction of data therefrom for authorized using agencies.

<u>TERM</u>	<u>DEFINITION</u>
DATA PROCESSING OFFICER (DPO)	Refers to the Officer-in-Charge of the Data Processing Installation. In those installations not authorized an Officer-in-Charge, the senior Noncommissioned Officer assigned to the installation will be designated "Non-commissioned Officer-in-Charge".
DROPPED SECTION	Refers to that portion of the accounting card file of the reporting unit which contains the accounting cards of persons dropped from the rolls of the reporting unit.
EAM	Electric Accounting Machine
GANG PUNCH	An electrical accounting machine operation wherein information from a master card which is common to a group of detail cards is copied into the detail cards.
HQMC FORWARDING HOLD FILE	The HQMC Forwarding Hold File consists of tabulating cards resulting from analyst file processing that are destined to be submitted to HQMC to update the HQMC files.
IRC	The IRC (Individual Record Card) is a summary card reflecting specific information extracted from the service record book or officer's qualification record for use in personnel accounting. It is considered the basic work sheet of the accounting system in that it is prepared by the reporting unit to establish items of personnel information required in the Personnel Accounting System. Within the Reserve Establishment reporting units of the Organized Reserve submit two (2) separate types of IRCs to the DPI; one for the preparation of the Personnel Accounting Card (Active and Inactive Establishment) and the other for the preparation of the Reserve Personnel Accounting Card (Inactive). Reporting units of the Volunteer Reserve do not make IRC submission to the DPI.
MISSING DOCUMENT CHECK-OFF SHEET	A record maintained manually by the coding analyst to insure that submission of required documents from the reporting unit is effected whenever such documents are missing.
MASTER CONTROL FILE	A file maintained at HQMC containing an accounting card of all personnel in the Reserve Establishment.
NAME AND SERVICE NUMBER CODING SHEET	This is a form utilized by the coding analyst to prepare a card for submission to HQMC to indicate correction or change of a name or service number.
OFF-COLOR CARD	An off-color card is a substitute card, usually with a corner-cut and/or coloring different from that of the file into which placed. It is inserted into the file to indicate that a card has been temporarily removed or that an addition to the file is to be effected.
PAC	Personnel Accounting Card (Active and Inactive Establishment)
PENDING SECTION	This portion of the coding analyst files consists of punched cards of persons who are to join from a reporting unit within the DPI. In addition, cards of persons already joined but which are held aside awaiting some phase of processing may be included in this section.

TERMDEFINITION

PULL CARDS	A pull card is a card utilized to extract another card from a master file; e. g. , a name and service number change card would extract an accounting card containing incorrect name or service number from the master file.
RPAC	Reserve Personnel Accounting Card (Inactive)
SKELETON ACCOUNT- ING CARD	An accounting card which does not contain all required information. A skeleton accounting card is identified by an X punch in a column of the card designated for this purpose.
SOURCE DOCUMENT	A source document of the Personnel Accounting System is written proof of matter to be entered into the system, such as Service Record Books, Officer Qualification Records, Individual Record Cards, Enlistment Contracts, Extensions of Enlistment, rosters supporting unit diary group entries, Auditing Personnel Rosters, Gain and Loss Statements and other documents, use of which might be directed by CMC or authorized for use by the Data Processing Officer.
STANDARD INFORMATION	The columns which make up the body of the unit diary, namely: Name, Service Number, Rank, Primary MOS, Component/Class/ Reserve Status and in the case of Auditing Personnel Rosters and Gain and Loss Statements the same items of information, plus Training Designator or Training Designator/Promotion Qualifier.
UNIT DIARY NUMBER CARRY OVER	The coding analyst records the diary number for the last diary received for the preceding month on the current month's diary check-in sheet. This action is a safeguard to insure consecutive numbering of unit diaries.
WITHHELD DIARIES FROM PROCESSING	When a coding analyst receives a unit diary that is not in chronological sequence, thus indicating that a unit diary is missing, this diary is withheld from coding until the missing diary is received or until such time as directed to code the diary.
WORK GROUP	The accumulation of coded accounting cards and other coded documents forwarded by the auditing analyst to the EAM Operations Unit for machine processing.
ZERO BALANCE	An electrical accounting machine operation in which the service number of each individual in the reporting unit and a strength total of one (1) for this same individual is deducted from the accumulated service number and strength totals contained in the batch control card. This subtraction should result in a balance of zero for both service number and strength totals upon completion of the operation. Zero balancing will indicate shortages or overages in the reporting unit file if such a condition exists.

PART B: PERSONNEL ACCOUNTING CARDS

1100 GENERAL

1. The cards, as defined in paragraph 1120, used in the Personnel Accounting System are the means by which information is recorded for use in electric accounting machines. The information is recorded by punching holes in the card.

1110 PURPOSE

1. The cards, defined in paragraph 1120, are used to produce tabulated or listed reports of the information punched in the card. The punched holes in the card may be counted or otherwise translated into printed form by electric accounting machines.

1120 TYPES

1. There are three (3) printed tabulating card formats in use for personnel accounting in the Reserve Establishment. These cards are as follows:

a. PERSONNEL ACCOUNTING CARD (Active and Inactive Establishment), Form NAVMC 10237-PD (Rev 1-59), hereinafter referred to as "PAC".

(1) This card serves to identify an individual and contains military and personal information about him, much of which changes many times during his term of service.

(2) This card format is used within both the Regular Establishment and the Reserve Establishment, hence the title "Active and Inactive Establishment".

(3) Duplicate of this card is furnished Headquarters Marine Corps.

b. RESERVE PERSONNEL ACCOUNTING CARD (Inactive), Form NAVMC 980-PD (Rev. 3-59), hereinafter referred to as "RPAC".

(1) This card serves to identify an individual and contains military and personal information about him, much of which changes many times during his term of service.

(2) This card is designed for use as a mobilization tool within the Reserve Establishment. Items of information which have a bearing on mobilization availability of inactive reservists for recall to active duty are maintained in this card.

(3) Duplicate of this card is not furnished Headquarters Marine Corps.

c. PERSONNEL STATIC CARD, Form NAVMC 952-PD (Rev. 3-58)

(1) This card identifies an individual and contains military and personal information about him which seldom changes during his term of service. The source of information for the punching of this card is the enlistment contract.

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PART C: HOW THE PERSONNEL ACCOUNTING SYSTEM OPERATES

1200 GENERAL

1. Each Reserve and Recruitment District, Reserve District and MARTCOM has available the facilities of a Data Processing Installation.
2. Organized Reserve reporting units of the Reserve Establishment submit individual record cards and unit diaries to the Data Processing Installation in accordance with Chapter 6, PRAM.
3. Accounts of individuals on the rolls of the Volunteer Reserve are divided into "reporting units" for administrative purposes. These "reporting units" do not submit unit diaries to the Data Processing Installation. In lieu of unit diary submission, Volunteer Reserve "reporting units" submit source documents to the Data Processing Installation, from which the coding analyst extracts data to be entered into the Personnel Accounting System.
4. Accuracy, completeness, and timeliness are important in each operation of the Personnel Accounting System. These operations are technical and require special knowledge and abilities. Regular systems of audit within the Data Processing Installation must be instituted and practiced.

1210 CODING AND AUDITING

1. The coding analysts check the records and documents received for accuracy and completeness. Then the coding analysts extract information to be recorded in the accounting cards of the Personnel Accounting System, converting the information into codes during this process.
2. The coded documents are forwarded to the auditing analyst as a work group. He audits the coded documents against the source documents to assure that the required information has been completely extracted and accurately coded. The coded documents are then forwarded to the EAM Operations Unit as a work group where the coded data is punched into new accounting cards and verified.
3. The new accounting cards are processed to meet the requirements of Headquarters Marine Corps and the Reserve Establishment in accordance with the detailed job procedures of the Data Processing Installation.

1220 AUDITING AND RELEASING

1. Upon completion of the auditing requirements of the detailed job procedure, disposition of the new accounting cards in the work group is effected. This is called "Releasing" the new data.
2. Periodically (once or twice a month) the coding analyst will send his accounting card files with the appropriate batch control card in front of each unit to the EAM Operations Unit to be zero balanced. Those units which did not zero balance will be researched and corrected by the coding analyst and then returned to the EAM Operations Unit for zero balancing.
3. The above coding, auditing, and releasing operations are repeated for each unit until the end-of-the-month (cut-off) diary of the Organized Reserve is received and when the commander exercising accounting jurisdiction signifies all data for the month for Volunteer Reserve accounts has been submitted. The auditing analyst will then direct the coding analyst to send the file to the EAM Operations Unit for zero balancing and preparation of the Auditing Personnel Roster or Gain and Loss Statement as required in Part E of Chapter 3. When the file is returned to the coding analyst, it is then ready for processing of the next month's diaries and other documents in the manner outlined above.

1230 PERSONNEL ACCOUNTING CARD FILES

1. PACs, name and service number change cards and static cards resulting from the coding

analyst's daily processing are accumulated for weekly forwarding to arrive at HQMC each Monday.

2. When the weekly cut-off occurs, each static card must be matched against an accession type of change accounting card to insure that there is a matching accounting card to represent the particular accession. In addition each name and service number change card must be matched against a name and service number type of change accounting card to ensure that there is a matching accounting card.

3. The accounting cards and other types of cards included in the HQMC Forwarding File may be duplicated to provide copies for the Installation locator service and other card files desired by the Data Processing Officer.

4. The cards for Headquarters Marine Corps are mailed with a tally sheet (this sheet indicates the number of each type of card forwarded). The RPAC is maintained by Reserve Data Processing Installations only, and is not to be forwarded to HQMC.

1240 HEADQUARTERS MARINE CORPS

1. The different types of cards in the weekly tally groups are counted and the totals are verified against the tally sheet. The different types of accounting cards are then processed as follows:

a. PACs in all of the weekly groups from the Data Processing Installations are assembled into one group of changes. Those changes representing accessions (gains), separations (losses), promotions, reductions and component/class/reserve status are selected, duplicated, and returned to the group. The duplicates are accumulated and used monthly to prepare reports to show their effect on the Marine Corps Reserve strength. These reports are used for planning and budgetary purposes.

b. The weekly group of changes is processed to select the one card which has the latest date on each individual represented in the group. The earlier date cards are destroyed. The latest date cards are set aside. When all of the weekly groups for the month have been processed, they are combined and processed to select the one card which has the latest date on each individual (including name and service number change cards) represented in the combined group. The earlier date cards are destroyed. The latest date cards are reproduced to process the HQMC Reserve Establishment Locator File. The latest date originals are used to process the HQMC Control File.

c. Monthly, the latest date cards are match merged into the control file. This process produces four groups of cards:

(1) Cards selected from the Control File because they were replaced by a later date card, matched a separation type of change accounting card, or matched a name and service number change card.

(2) Control File.

(3) Accounting cards containing a separation type of change, accounting cards with earlier date than matching control file accounting card, and matching name and service number change cards.

(4) Accounting cards containing a gain type change (accession) and those changes that did not match a card in the Control File.

(a) The following action is taken on these four groups:

Group 1: Destroyed

Group 2: Held until the process of groups 3 and 4 is completed. Valid cards from groups 3 and 4 are merged into the Control File.

Group 3: Separations are merged into the separation file. Valid earlier date accounting cards are merged with Group 2. Other earlier date accounting cards are destroyed. Name and service number change cards to history file.

Group 4: Cards representing gains are verified against the static cards and then merged with Group 2. Others are researched and resolved. Valid cards from this research are merged with Group 2.

d. Monthly, the reproduced latest date cards are match merged into the locator file.

e. Static cards accumulated from the weekly groups are balanced against accession accounting cards. The new static cards are then used to prepare reports by source code, component/class/reserve status and term of contract. These cards are then processed into the master Headquarters Marine Corps static file.

CHAPTER 2: ADMINISTRATIVE INSTRUCTIONS

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PART B: THE DATA PROCESSING INSTALLATION

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2110 ORGANIZATION

PART C: PRIORITIES

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2440 PERSONNEL ACCOUNTING CARDS (PACs) FORWARDED TO HEADQUARTERS MARINE CORPS (Code ABA-4)

2450 RECEIPTED TALLY SHEETS FROM HEADQUARTERS MARINE CORPS

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PART H: DISPOSAL OF REPORTING DOCUMENTS, REPORTS AND ROSTERS

2700 GENERAL

CHAPTER 2

ADMINISTRATIVE INSTRUCTIONS

PART A: GENERAL

2000 DATA PROCESSING INSTALLATION ADMINISTRATION

1. This chapter serves as a guide to the administration of the Data Processing Installation in regard to personnel accounting functions and to prescribe certain administrative actions which must be accomplished within each Data Processing Installation. Parts B through H of this Chapter, inclusive, may be used to introduce personnel to the various phases of personnel accounting.
2. Complete explanations and illustrations of the various techniques and methods to be used are not practicable in this chapter. More detailed instructions should be issued at each installation to fit its particular needs.

PART B: THE DATA PROCESSING INSTALLATION

2100 MISSION

1. The mission of Data Processing Installations is set forth in paragraph 2111, Volume 1, Marine Corps Manual.

2110 ORGANIZATION

1. For Personnel Accounting purposes, the Data Processing Installation is organized as outlined in Data Processing Installation Operations Manual (NAVMC-1147-ADM).

PART C: PRIORITIES

2200 PRIORITIES

1. Headquarters Marine Corps requirements will be given first priority in the work schedule.
2. After Headquarters Marine Corps requirements are met, reports and files for local use may be prepared and maintained as deemed necessary. Electric Accounting Machines are management tools to assist commanders in local record-keeping and report functions. Data Processing Installations were established at Reserve activities to permit the maximum machine screening and selection of various categories of personnel.
3. Commanders with Data Processing Installations may determine local areas of machine application to eliminate manual procedures and whether machine application is desired. Approval of Headquarters Marine Corps is not required for such local applications.

PART D: ORGANIZED RESERVE AND VOLUNTEER RESERVE REPORTING UNIT ACTIONS

2300 GENERAL

1. The following reporting unit actions will cause specific actions to be taken at the Data Processing Installation:

- a. Activation or Reactivation.
- b. Redesignation or transfer of diary preparation responsibility.
- c. Disbandment or Deactivation.
- d. Transfer of accounting jurisdiction.

2. These actions normally are reported by the Organized Reserve reporting units on their unit diary under a RECORD OF EVENTS entry and by the Volunteer Reserve reporting unit by copy of the authority to the Data Processing Installation. The Data Processing Installation will notify CMC (Code DGB) by speedletter of the occurrence, including the complete title of the reporting unit, and the date of occurrence. All reporting unit code listings of the Data Processing Installation will be brought up to date; also cognizant sections within the Data Processing Installation will be notified of the occurrence. File folders of reporting units will be established, discontinued or corrected as appropriate.

2310 ACTIVATION OR REACTIVATION

1. If a unit is activated, reactivated, or is to be activated and a reporting unit code has not been assigned or is not available, the code will be requested from CMC (Code DGB) by message or speedletter.
2. Assign the reporting unit to a coding analyst.
3. Upon receipt of the reporting unit code from CMC (Code DGB), inform the reporting unit of the number so that it may be used by the unit as required.

2320 REDESIGNATION OR TRANSFER OF DIARY PREPARATION RESPONSIBILITY

1. When a reporting unit is redesignated, or the responsibility for Organized Reserve Unit Diary preparation is transferred from one organization to another, the Data Processing Installation will change its records to reflect the redesignation or the transfer of Organized Reserve diary preparation responsibility. In the case of a transfer of Organized Reserve diary preparation responsibility, the records of the installation will be corrected so that future correspondence and reports will be forwarded to the organization concerned.
2. Report action to CMC (Code DGB).
3. Request from CMC (Code DGB) a new reporting unit code, if appropriate.
4. If the redesignation should cause a new reporting unit code to be assigned, notify the reporting unit of that number so that it may be used as required.

2330 DISBANDMENT OR DEACTIVATION

1. Notify CMC (Code DGB) of the disbandment/deactivation.

2. If the final Organized Reserve diary fails to report the transfer of all personnel on the rolls of the unit, the Commander exercising accounting Jurisdiction will determine the disposition of the personnel concerned. An addenda to the final diary will be prepared and will be processed in the same manner as the unit diary, after which it will be made a part of the last bound diary group for that unit. Disposition of all personnel must be ascertained prior to preparation of the Disbandment Roster.

3. Prepare and authenticate the Disbandment Roster within five days after receipt of the Organized Reserve diary or Volunteer Reserve notifications. The gain and drop sections of the account are used to prepare the disbandment roster which lists all the personnel who appeared in the account since the last Gain and Loss Statement or Auditing Personnel Roster was prepared.

4. Check the Organized Reserve original unit diaries to insure that none are missing, that all are signed and that they are numbered consecutively with lowest number on top.

5. Forward the Organized Reserve diaries and roster (or Volunteer Reserve roster) to CMC (Code DGH-1).

2340 TRANSFER OF AN ORGANIZED RESERVE REPORTING UNIT TO THE ACCOUNTING JURISDICTION OF ANOTHER DATA PROCESSING INSTALLATION

1. Should an Organized Reserve reporting unit report a transfer of accounting jurisdiction to another installation, the transferring Data Processing Installation will:

a. Notify CMC (Code DGB) with a copy of the correspondence to the other Data Processing Installations.

b. Within 72 hours after receipt of the diary reporting the transfer of accounting jurisdiction forward the following to the new DPI:

(1) Correspondence folder of the unit.

(2) The original unit diaries (insure that none are missing).

(3) DPI copies of unit diaries.

(4) Analysts' accounting card files (both the PAC and RPAC files). Cards of personnel dropped since the last Auditing Personnel Roster was prepared should be included in the PAC file if the transfer occurs on other than the last day of the month for which an APR was prepared.

(5) Zero balance sheets reflecting the status of the unit files as reported on the last diary received.

c. In the letter, forwarding the above data, note any reports, diaries, corrections to diaries, or any action to be completed which the new Data Processing Installation should expect from the reporting unit.

d. Retain suspense file of batch and accounting cards pending acknowledgement of receipt from joining Data Processing Installation.

e. If the transfer of accounting jurisdiction is effective on the last day of the month, insure that all appropriate reports effective that date include the unit being transferred. Include in the letter of transmittal, the effective date of the last reports prepared for the unit.

2. When the transfer of accounting jurisdiction causes an Organized Reserve reporting unit to come under the accounting jurisdiction of the installation, the joining installation will:

- a. Check the letter of transmittal to insure that all enclosures are received.
- b. Assign the reporting unit to a coding analyst.
- c. Zero balance unit files and acknowledge receipt. If files do not balance, request re-submission.

d. The Data Processing Installation assuming accounting jurisdiction will prepare all reports required subsequent to the date of transfer of the unit. If the unit's files are not received in time to be processed to the normal cutoff date and included in regular reports, the Data Processing Officer may set an early cutoff date so that the unit's files may be included in regular reports, or he may omit the unit from the regular reports. If the unit is omitted, the regular reports from the DPI will be transmitted by letter indicating that the unit is omitted and the approximate date on which supplementary reports for that unit will be forwarded.

3. Since Volunteer Reserve reporting units are primarily established to spread the workload of the Reserve Establishment, transfer of Volunteer Reserve reporting units is not normally effected. For that reason, the procedure for the transfer of reporting units to the accounting jurisdiction of another Data Processing Installation deals only with the Organized Reserve. However, should the occasion arise directing the transfer of a Volunteer Reserve reporting unit, those portions of the Organized Reserve transfer procedure outlined herein may be applied where appropriate.

PART E: INCOMING AND OUTGOING MAIL

2400 ORGANIZED RESERVE UNIT DIARIES

1. Record date received, diary date and diary number in the unit log.
2. Return to the reporting unit for appropriate action those diaries which:
 - a. Are not authenticated.
 - b. Are not suitable for microfilming (mutilated or illegible).
 - c. Contain pen corrections which have not been initialed.
3. Prompt action should be taken to obtain missing unit diaries so that the coding analysts' processing will not be delayed.
4. Original unit diary and attached rosters are filed in the unit's diary file folder. Copies of the diary and attached rosters are processed by the coding analyst.

2410 AUDITING PERSONNEL ROSTERS AND GAIN AND LOSS STATEMENTS

1. An Auditing Personnel Roster is prepared for each Organized Reserve reporting unit as of the last day of March, June, September and December. If a unit diary is missing at the time of preparation of the roster, this fact should be indicated on the roster. The roster is inspected for correct form and content and then forwarded to the reporting unit for audit.
2. Auditing Personnel Rosters for Volunteer Reserve accounts are prepared in accordance with the following schedule:
 - a. Officers - June and December
 - b. Enlisted Inactive Status List and Special Volunteer Reserve accounts - March and September.
 - c. Enlisted alphabetically divided accounts:
 - (1) A-D - February - August
 - (2) E-K - March - September
 - (3) L-R - April - October
 - (4) S-Z - May - November
 - d. Fourteenth Marine Corps Reserve District - All accounts - March, June, September and December
 - e. NEGATIVE REPORTS are required for units at zero strength.
3. Gain and Loss Statements are prepared monthly for Volunteer Reserve accounts except for the months for which an APR is prepared. These statements aid in maintaining correct strength balances between complete audits and facilitate research at Headquarters Marine Corps. NEGATIVE REPORTS are required for units at zero strength and for units having neither gains or losses during the reporting month.
4. The Auditing Personnel Roster and Gain and Loss Statement serve as an auditing device and record by which the reporting unit verifies data entered into the Personnel Accounting System. After audit the unit retains a copy for its historical record and returns the original to the Data Processing Installation.
5. Items of information to be audited, in addition to standard information on the APR, by Organized Reserve reporting units are specified by CMC (code DGB). Standard information only is audited on the APR and Gain and Loss Statement for Volunteer Reserve reporting units. At the option of the Commander exercising accounting jurisdiction, items of information in addition to standard information may be specified for audit on the APR for Volunteer

Reserve reporting units.

6. Upon receipt of the Auditing Personnel Roster from the Organized Reserve reporting unit or Auditing Personnel Roster/Gain and Loss Statement from the Volunteer Reserve account, that fact is entered in a log. If the original roster was not properly authenticated, return it to the unit for appropriate action. Original rosters which become unsuitable for microfilming must be reconstructed and returned to the unit for authentication.

7. Original Organized Reserve Auditing Personnel Rosters and Volunteer Reserve Auditing Personnel Rosters and Gain and Loss Statements are processed in the same manner as the diary.

8. Action will be taken to insure that rosters are returned promptly by the reporting unit.

2420 AUDITING PERSONNEL ROSTER AND GAIN AND LOSS STATEMENT FORWARDING TO HEADQUARTERS MARINE CORPS

1. For the Organized Reserve, the original unit diaries prepared for a calendar month (with or without an APR), constitute a "Bound Diary Group".

a. The bound diary group is assembled by attaching the original diaries behind the original Auditing Personnel Roster with a removable fastener.

b. All diaries submitted for a calendar month will be forwarded to HQMC with the Auditing Personnel Roster for that month, regardless of the fact that some of the diaries may have been received after the Auditing Personnel Roster was prepared. Diaries received after the bound diary group for that month has been mailed to HQMC will be forwarded by letter. A like procedure will be followed on non-APR months.

c. When bound diary groups are mailed, missing diaries, if any, must be indicated so that HQMC will know that action has been initiated to obtain the missing diaries.

2. The original Auditing Personnel Roster for the Volunteer Reserve constitutes an "APR Forwarding".

3. The original Gain and Loss Statement for the Volunteer Reserve constitutes a "Gain and Loss Statement Forwarding".

4. Forwarding groups will be inspected to insure that:

a. The Auditing Personnel Roster/Gain and Loss Statement is properly authenticated.

b. All diaries submitted for the month are present.

c. All diaries are signed and rosters, if any, attached.

d. All diaries are in numeric sequence with lowest numbered diary on top.

5. Bound diary groups with Auditing Personnel Rosters will be forwarded to HQMC by the 24th day following the end of the month for which prepared.

6. Bound diary groups without Auditing Personnel Rosters will be forwarded to HQMC by the 15th day following the end of the month.

7. Volunteer Reserve Auditing Personnel Roster forwardings and Gain and Loss Statement forwardings will be made to HQMC by the 15th day following the end of the month for which prepared.

8. Forwarding groups, defined in paragraph 2420.1, .2, and .3 will be mailed to CMC (Code DGH-1) and shipment identification will be entered on the outside wrapper of each package as

follows:

- a. The Data Processing Installation identification code.
- b. The first three letters of the establishment (RES).
- c. The shipment number (cumulative for the year).
- d. The last two digits of the year.
- e. Example:

If the first shipment of the year for DPI #17 contains bound diary groups, APR forwardings and Gain and Loss Statement forwardings, the shipment identification assigned would be "DPI #17 RES-1-59 (1 of 2, 2 of 2)" with all three types of documents packaged together and forwarded under the same number.

- f. All shipments, regardless of size, will have proper identification.

9. The original documents are the permanent record of the reporting unit and the Marine Corps. Therefore, caution must be exercised in handling these documents to prevent marring and possible loss. Upon receipt at HQMC, they are indexed and filed for reference purposes. These documents are eventually microfilmed and made a part of the permanent historical records of the Marine Corps.

2430 ENLISTMENT CONTRACTS AND EXTENSION OF ENLISTMENT FORMS

1. The Data Processing Installation will receive enlistment contracts and extension of enlistment forms from the reporting units for processing.

2. After processing, enlistment contracts, and extension of enlistment forms will be forwarded to HQMC daily, except non-work days.

- a. If the change processed indicates that a contract should have been received, the Data Processing Officer will request the missing contract. The Data Processing Installation is not responsible for attached documents which were missing when the contracts were received at the installation; however, it must insure that all documents attached to contracts are secured to prevent their loss. Should documents (normally attached to contracts) be received without the contract, these documents will be placed on top of the shipment for packaging and need not be held awaiting receipt of the contract.

3. The following actions will be taken in preparing these documents for shipment to HQMC:

- a. Insure that there are two complete and fully interpreted static cards for each enlistment contract.

- b. Insure that the enlistment contracts and both decks of static cards are in alphabetical sequence.

- c. Insure that there is an alphabetical listing of one deck of static cards, showing name and service number with a final card count total.

- d. Assemble the enlistment contracts, extension of enlistment forms, documents, name listing and both decks of static cards for packaging. Do not attach static cards to contracts.

4. Shipments will be mailed to CMC (Code DGK) and the identification will be entered on the outside wrapper of each package as follows:

- a. The Data Processing Installation identification.

- b. PERSONNEL CONTRACTS.
- c. The shipment number (cumulative for the year).
- d. The last two digits of the year.
- e. Example:

The first shipment of contracts for 1960 from Data Processing Installation #17 would be identified as follows: "DPI #17-PERSONNEL CONTRACTS - 1-60"; the second shipment would be identified as "DPI #17-PERSONNEL CONTRACTS - 2-60". If the shipment should consist of more than one container or package, they will be numbered 1 of 2, 2 of 2, etc. It is not necessary to prepare separate shipments for Organized Reserve and Volunteer Reserve contracts.

2440 PERSONNEL ACCOUNTING CARDS (PACs) FORWARDED TO HEADQUARTERS MARINE CORPS (CODE ABA-4)

- 1. The schedule for forwarding PACs to CMC (Code ABA-4) is as follows:

- a. Weekly, all PACs, all name and service number change cards and static cards resulting from analyst file processing will be forwarded as follows:

- (1) Data Processing Installations east of the Mississippi River will forward cards by regular mail not later than Friday of each week.

- (2) Data Processing Installations west of the Mississippi River will forward cards by air parcel post not later than Thursday of each week.

- (3) Data Processing Installations outside continental U. S. will forward cards by air parcel post not later than Wednesday of each week.

- b. Special Requests - as designated.

- 2. Except weekly tally groups, when PACs are forwarded to HQMC, the letter of transmittal or tally sheet will reference the paragraph of this manual or CMC directive pertaining to the requirement.

- 3. Each group of cards forwarded to HQMC will be accompanied by a tally sheet which will indicate the number of each type of card contained in the group. A number will be assigned to each tally group as follows:

- a. Tally sheet groups will be numbered consecutively commencing with number 1 for the first group forwarded in the calendar year. It is not necessary to prepare separate tally groups for Organized Reserve and Volunteer Reserve accounting cards.

- b. Tally sheet groups of accounting cards forwarded in response to a special request or as required by Job Procedure, other than weekly groups, will be numbered consecutively commencing with number 1001 for the first group forwarded in the calendar year.

- c. Tally sheets will be prepared in triplicate, containing the necessary information, the original and one copy will be inserted in the first container of the appropriate group. The third copy will be retained on file pending notification of receipt of the tally group from Headquarters Marine Corps.

- 4. Each tally group will be mailed to CMC (Code ABA-4) and the identification will be entered on the outside wrapper of each package as follows:

- a. The Data Processing Installation identification.

b. The first three letters of the establishment (RES) or in the case of special shipments, the letters "SPL - (RES)."

c. A tally group number.

d. The last two digits of the year.

e. Number the boxes in the tally group, 1 of 1, or 1 of 2, 2 of 2, etc.

f. Example:

If DPI #17 has PACs for a special request for the first week of January 1960, the shipment would be identified as "DPI #17 - SPL - (RES) - 1001-60."

5. Each shipment will be packaged as follows:

a. If shipment is to be made in 2000-card cartons, wrap each box in heavy paper, using mailing tape.

b. If shipment is to be made in 300-card cartons, place cardboard inserts in front and back of the group of cards before placing in the box, wrap each box in heavy paper, using mailing tape.

2450 RECEIPTED TALLY SHEETS FROM HEADQUARTERS MARINE CORPS

1. When a receipted tally sheet is received from Headquarters Marine Corps, file the receipted copy in place of the retained copy and dispose of the suspense group.

2. Should the receipted tally sheet indicate a discrepancy in the tally group, the Data Processing Officer will take action as indicated on the tally sheet.

2460 PERSONNEL ACCOUNTING CARDS FROM OTHER DPIS AND/OR HQMC

1. Tally sheets received with accounting card groups from other Data Processing Installations or HQMC will be verified as to card count prior to completing the tally sheet for return.

2470 PERSONNEL ACCOUNTING CARDS TO OTHER DATA PROCESSING INSTALLATIONS

1. Personnel accounting cards forwarded to other field Data Processing Installations will be labelled to indicate the reason for forwarding the cards. Tally sheets for these cards may be used at the discretion of the Data Processing Officer.

PART F: FORWARDING OF REPORTS AND SUMMARY CARDS

2500 GENERAL

1. Reports and summary cards prepared by the DPIs for submission to Headquarters Marine Corps in accordance with this manual or other CMC directives will be addressed to:

COMMANDANT OF THE MARINE CORPS (Code DGB)
Headquarters U. S. Marine Corps
Washington 25, D. C.

Upon receipt at HQMC, they are logged and monitored to insure that they conform with the directives. They are then distributed to the using agencies.

2. Instructions for preparation, assembly and auditing of Personnel Accounting Reports are outlined in Chapter 6 of this manual.

PART G: CORRESPONDENCE

2600 COMPILATION OF ADDRESSEES

1. In accordance with the subject matter, correspondence will be addressed as follows:

SUBJECT MATTER	ADDRESSEE
Codes, Reports, Personnel Information, Machine Procedures, Changes to PATM and PRAM	Commandant of the Marine Corps (Code DGB) Washington 25, D. C.
Enlistment Contracts, Extension of Enlistment forms	Commandant of the Marine Corps (Code DGK) Washington 25, D. C.
Unit Diaries, including attached rosters, Auditing Personnel Rosters and Gain and Loss Statements	Commandant of the Marine Corps (Code DGH-1) Washington 25, D. C.
DPI operation instructions and work measurement	Commandant of the Marine Corps (Code ABA-3) Washington 25, D. C.
Personnel Accounting Cards	Commandant of the Marine Corps (Code ABA-4) Washington 25, D. C.
Work records and reporting documents	Commands and Reporting Units concerned
Technical Correspondence and Personnel Accounting Cards between DPIs	Will be addressed to the Commander (DPI___) assigned accounting jurisdiction

PART H: DISPOSAL OF REPORTING DOCUMENTS, REPORTS AND ROSTERS

2700 GENERAL

1. Disposition of reporting documents, reports, rosters, and personnel accounting punch card files will be disposed of in accordance with the 5212 series of the Marine Corps Order governing the disposition of records.
2. When specific categories of records held are not included in the 5212 series of the Marine Corps Order governing the disposition of records, or when revision to an existing item is desired, the Commandant of the Marine Corps (Code ABA) will be advised. Recommendations for destruction of records shall be accompanied by a representative sample of the actual material removed from the specific file.

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CHAPTER 3

PERSONNEL DATA ANALYST INSTRUCTIONS

PART A: INTRODUCTION

3000 PERSONNEL DATA ANALYST BILLETS

1. The function of the Personnel Data Analyst is to code, maintain, and audit personnel information contained in electric accounting machine punched cards.

2. Analyst billets are divided into two (2) groups:

a. The Coding Analyst

(1) The Service Record Book/Officer Qualification Record coding analyst, hereafter referred to as the "Record Coding Analyst" is assigned the duty of extracting data from SRBs/OQRs in the case of joinings of individuals into the Volunteer Reserve. This analyst does not maintain reporting unit files. The punched accounting cards resulting from his efforts are submitted to the reporting unit coding analyst for inclusion in his files.

(2) The Reporting Unit coding analyst is assigned a number of reporting units to process. This analyst codes directly from source documents onto punched accounting cards, and is responsible for the maintenance of reporting unit files. Service Record Books and Officer Qualification Records are not handled by this analyst.

b. The Auditing Analyst audits and corrects the processing of one or more coding analysts. This analyst is responsible for the accuracy of processing of the coding analysts.

3. The Chief Analyst and one or more senior analysts are in the auditing group and the less experienced analysts are in the coding group. The auditing analysts will instruct coding analysts with a view toward improving their proficiency. The Chief Analyst is responsible for the efficiency of the total analyst function and is in charge of the analyst section.

4. In performing the functions outlined above, all analysts are in the position of auditors of the data submitted by the reporting units. Therefore, they must take action to insure correct reporting of personnel information. This action will improve the quality of the information maintained and simultaneously make the analyst's work easier.

5. In the division of the analyst function as indicated in paragraph 2 above, the following advantages accrue to the installation:

a. Service Record Books and Officer Qualification Records are processed in a central location in the analyst section.

b. The reduction of SRBs and OQRs into summary form to facilitate the punching of accounting cards is, by the very nature of the source, a slow and painstaking task. By relieving the reporting unit coding analyst of the task of handling SRBs and OQRs, he is able to devote more his time and energies to the maintenance of his files.

c. SRB/OQR coding analysts, having no reporting unit files to maintain, are able to expedite the recording of joinings of individuals into Volunteer Reserve accounts.

d. By the submission of source documents other than SRBs and OQRs to the reporting unit coding analyst, entry of data into the Personnel Accounting System is expedited.

3001 SPECIFIC REQUIREMENTS OF THE PERSONNEL DATA ANALYST FUNCTION

1. Analysts must maintain and study Chapter 6, PRAM and this manual and review all special directives relating to personnel or personnel accounting.

2. Analysts must insure that certain source documents are prepared in accordance with Chapter 6, PRAM; that discrepancies are brought to the attention of the reporting unit; and that instructions are furnished administrative personnel of the reporting unit when requested.

3. Coding analyst must correctly extract, code, and cause the data reported by the reporting units to be punched accurately and promptly into the accounting punched cards of the personnel accounting system.

4. Analysts will use the following methods to communicate with the reporting units to obtain verification of information:

a. Personal contact.

b. Telephone.

c. If personal contact or telephone communication is not practicable, a letter or Notice of Personnel Accounting Discrepancy (NAVMC 10283-PD) will be used. Retain copy of correspondence to insure that corrective action is taken by the unit.

3002 TRAINING FOR A PERSONNEL DATA ANALYST BILLET

1. When a Marine is training to become a personnel data analyst, the Chief Analyst will supervise an indoctrination program including the following steps:

The trainee will:

a. Read and study Chapter 6, PRAM. He is to become sufficiently familiar with the requirements of reporting units to be able to judge the completeness of reporting.

b. Read and study the Personnel Accounting Technical Manual - Reserve Establishment. He is to gain a general understanding of the system, the functions of the DPI, and the terminology of personnel accounting.

c. Be given detailed analyst processing instructions, the content of all accounting cards and codes he will use.

d. Be instructed as to the organization of the Marine Corps with particular emphasis on the administrative structure of the command or units he will service.

e. Be instructed on the capabilities of electric accounting machines.

f. Work under the close supervision of an auditing analyst until thoroughly indoctrinated.

PART B: PERSONNEL DATA ANALYST'S REPORTING UNIT FILES

3100 GENERAL

1. The reporting unit coding analyst is responsible for the maintenance of two (2) separate files for each reporting unit. These files are as follows:

- a. PERSONNEL ACCOUNTING CARD (PAC) file.
- b. RESERVE PERSONNEL ACCOUNTING CARD (RPAC) file.

2. The purpose of each of these files is contained in Part B of Chapter 1. Changes in information reported by the units are combined with the information contained in these files to prepare new accounting cards.

3. Basically, the coding analyst's procedure for the processing of the RPAC file is similar to the procedure for the processing of the PAC file, with the following exceptions:

a. The only losses to the RPAC file required to be coded are transfers between Reserve Establishment reporting units serviced by different DPIs. Transfers of this type are coded in the same manner as specified for the PAC including items of transfer information; i. e., new DPI code and reporting unit to which transferred, which are punched in the name field.

(1) In the case of transfers between reporting units within the same DPI, the uncoded RPAC is forwarded to the analyst servicing the reporting unit to which transferred.

(2) In the case of assignments to active duty, and separations not followed by immediate reentry, this card is destroyed.

b. All changes to this file, other than transfers between DPIs, as described in subparagraph 3100. 3a above are coded with a 00 type of change code. Date of change is the effective date of the action reported, as determined from the source document.

c. Name and service number change cards are not prepared for processing against the RPAC file. In the event of a name or service number change or correction, the coding analyst changes or corrects the RPAC under a 00 type of change. For any master files of this card maintained in the DPI, the name and service number change card prepared for use against the PAC file will also be used to pull incorrect name and service number cards from this file.

3110 WHAT THE FILES CONSIST OF

1. Both analyst reporting unit files consist of one accounting card for each individual on the rolls of the reporting unit. In addition, the PAC file contains one batch control card (5081) containing the current strength totals of the unit. See paragraph 3130 for detailed explanation of content of analyst files.

3120 HOW THE REPORTING UNIT'S ACCOUNTING CARD FILES ARE ESTABLISHED

1. The accounting card files of a reporting unit are established when the unit becomes an active reporting unit by activation, reactivation, commencement of reporting after being at zero strength, or reorganization. The Organized Reserve reporting unit will submit unit diaries with attached documents to the DPI designated in Chapter 6, PRAM. The initial unit diary will show a RECORD OF EVENTS entry indicating the origin, date, and authority. The Volunteer Reserve reporting unit will submit source documents in lieu of unit diaries, with attached documents to the DPI designated in Chapter 6, PRAM. Within the initial source documents will be included the authority for the origin of the reporting unit with effective date of the action.

2. The initial reporting will indicate all actions which occurred that day. Normally, such actions would be joinings of personnel from other units. Processing of these entries will result in establishing the reporting unit's accounting card files.

3. Thereafter, the coding analyst maintains these files from the data submitted by the reporting unit.

3130 SEQUENCE OF THE FILES

1. The coding analyst's files are kept in reporting unit sequence, and within reporting unit sequence, they are kept in the following order:

a. PERSONNEL ACCOUNTING CARD (PAC) File

(1) Marine officer accounting cards in alphabetical sequence.

(2) Marine enlisted accounting cards in alphabetical sequence.

(3) Accounting cards for personnel of other armed forces are kept separately but in the same order as for Marine personnel. Each armed forces group has a separate batch control card. The above constitutes the body of the file.

(4) Volunteer Reserve accounts only - Duplicate accounting cards of Marines joined on the rolls of the unit during the processing month. After preparation of the Auditing Personnel Roster or Gain and Loss Statement these cards are disposed of as determined by the Data Processing Officer.

(5) Accounting cards of Marines and personnel of other armed forces dropped (transferred or separated) from the rolls of the unit during the processing period constitute the drop section. Each armed forces group is kept separately. After preparation of the Auditing Personnel Roster or Gain and Loss Statement these cards are disposed of as determined by the Data Processing Officer.

(6) Accounting cards of persons who are to join and cards of persons already joined but held aside awaiting some phase of processing. This is the pending section.

b. RESERVE PERSONNEL ACCOUNTING CARD (RPAC) file

(1) Marine officer accounting cards in alphabetical sequence.

(2) Marine enlisted accounting cards in alphabetical sequence.

(3) Accounting cards of persons who are to join and cards of persons already joined but held aside awaiting some phase of processing. This is the pending section.

(4) Accounting cards of personnel dropped from the rolls of the unit during the processing month by transfer or separation from the RPAC file are either destroyed or forwarded to the next reporting unit, as appropriate, at the time the action is reported into the Personnel Accounting System. As a result, there is not a drop section to this file.

(5) Accounting cards for personnel of other armed forces are not prepared for this file.

3140 BALANCING OF THE FILES

1. Personnel Accounting Card (PAC) File - The balancing of this file against the records of the reporting unit is accomplished by the zero balancing method (See definitions, paragraph 1003).

2. Reserve Personnel Accounting Card (RPAC) File - This file is balanced against the PAC file either by matching one file against the other or by the zero balancing method. In using the zero balancing method for this file, the batch control card from the PAC file is reproduced and placed in front of the file.

3150 ANTICIPATED ACCOUNTS FILE

1. The Anticipated Accounts File consists of duplicate transfer accounting cards received from other DPIs.

2. The Organized Reserve reporting unit analyst and the Volunteer Reserve record coding analyst will use this file to obtain cards on individuals who are joined from units under the accounting jurisdiction of other DPIs.

3. This file will be searched monthly for cards containing dates of change which indicate that the individual should have been joined. If any are present, they will be researched to establish their proper status. If complete accounting cards for individuals who have been dropped with skeleton cards are found in the Anticipated Accounts file, these complete cards will be forwarded to the new joining Data Processing Installation.

3160 COLOR COMBINATIONS AND CORNER CUT OF CARDS

1. The color combination and corner cut for the coding analyst's files are contained in paragraph 5050.

PART C: PERSONNEL DATA ANALYST PROCEDURE

3200 ORGANIZED RESERVE

1. The reporting unit coding analyst's procedure consists of daily analysis of Organized Reserve unit diaries and coding from them and attached documents. In the event complete accounting cards or complete individual record cards are not available in the case of joinings, a skeleton card will be coded for both the PAC file and the RPAC file.
2. Upon completion of this coding for a unit or group of units, he forwards the work group to an analyst in the audit section along with a coded date card. The auditing analyst audits this work to insure that all data has been accurately coded. Errors in coding are corrected. Necessary explanation is made to the coding analyst. When correct, the coding is forwarded to the EAM Operations Unit for punching. (See paragraph 1003, Chapter 1, for definition of "date card".)
3. The EAM Operations Unit prepares:
 - a. New PACs and RPACs from coded IRCs and coded accounting cards.
 - b. Static cards from coded Enlistment Contracts.
 - c. Name and Service Number change cards from name and service number change coding sheets.
4. These punched cards are verified to insure accuracy of punching. The coded documents are then returned to the auditing analyst.
5. The EAM Operations Unit reproduces:
 - a. The PACs once.
 - b. The PERSONNEL STATIC CARDS twice.
 - c. The RPACs, Name and Service Number change cards and date cards are not reproduced.
 - d. All cards are interpreted
6. The originals of the PACs and the RPACs are sorted into analyst file sequence and returned to the coding analyst who inserts them in the appropriate file. The duplicates of the PACs, the original and two duplicates of each static card, the name and service number change cards and date cards are forwarded to the auditing analyst in the same sequence as submitted to the EAM Operations Unit for punching.
7. The auditing analyst, after auditing, places the current batch control card and new date card in front of the group of PACs for each unit. He sends these groups to the EAM Operations Unit for preparation of control listings and new batch control cards.
8. Control listings and new batch control cards are prepared by the EAM Operations Unit, and are forwarded to the auditing analyst along with the cards used in the preparation of the control listing.
9. After the auditing analyst has verified the totals on the control listings against those shown in the strength balance section of the diaries and resolved any discrepancies, he releases the PACs to the EAM Operations Unit along with a single static card to match each enlisted accession type accounting card and a name and service number change card to match each accounting card bearing a name and service number type of change. Enlistment contracts with two(2) static

cards for each contract and extension of enlistment forms are forwarded to the Administrative Unit for forwarding to HQMC. Other source documents, not intended for forwarding to HQMC, are returned to the cognizant coding analyst. Control listings and batch control cards are retained by the auditing analyst. Date cards are destroyed.

10. Upon receipt of the cards released by the auditing analyst, the EAM Operations Unit will separate transfer type PACs from the group. These are reproduced, interpreted and forwarded to the joining analyst (intra-DPI or inter-DPI). The released accounting cards are then placed in the HQMC Forwarding Hold File by the EAM Operations Unit.

11. Each auditing analyst will maintain a file of latest batch control cards and control listings. At the time Auditing Personnel Rosters or Gain and Loss Statements are to be prepared, the coding analysts release their files of PACs to the EAM Operations Unit for balancing against the batch control cards.

3210 VOLUNTEER RESERVE

1. Personnel data is entered into the Personnel Accounting System for individuals in the Volunteer Reserve by two groups of coding analysts, the Record Coding Analyst and the Reporting Unit Coding Analyst groups. The purpose for this division is explained in Part A of this chapter.

a. RECORD CODING ANALYST - This analyst's procedure consists of daily analysis of service record books and officer qualification records of individuals being joined into the Volunteer Reserve. In the analysis of these documents, this analyst reduces the content of the service records and officer qualification records to summary form; i. e., a single copy of the individual record card (NAVMC 976-PD) and a single copy of the individual record card (Reserve) (NAVMC 10421-PD) is prepared for each record processed. In lieu of individual record cards, accounting cards from the anticipated accounts file may be used to effect joinings (See paragraph 3150). In the preparation of individual record cards or the coding of anticipated accounts cards, the record coding analyst enters in the applicable coding blocks information as it is to be punched in the accounting cards. In the event SRBs/OQRs or anticipated accounts cards are not available, a skeleton card will be coded for both the PAC file and the RPAC file. The record coding analyst will notify the Chief Analyst of the missing SRB/OQR and will keep a record of skeleton cards coded. Upon receipt of the SRB/OQR or anticipated accounts cards, the record coding analyst will verify status of individual in reporting unit file and then code complete cards. Upon completion of coding, he forwards his work to an auditing analyst who insures that all data has been accurately coded. Errors in coding are corrected. Necessary explanations is made to the coding analyst. When correct, the coding is forwarded to the EAM Operations Unit for punching.

(1) The EAM Operations Unit prepares:

(a) New PACs and new RPACs from the coded individual record cards and coded anticipated accounts cards.

(b) Static cards from coded enlistment contracts.

(2) These punched cards are key verified. The coded documents are returned to the auditing analyst. The EAM Operations Unit reproduces:

(a) PACs once.

(b) Joining type of change PACs once. (These cards are selected from the deck of cards destined for the analyst files).

(c) Static cards twice.

- (3) RPACs are not reproduced.
- (4) All cards are interpreted.
- (5) The EAM Operations Unit distributes the cards as follows:

(a) The originals of all PACs, a duplicate of all joining type of change PACs, and the RPACs are sorted into analyst file sequence and are forwarded to the cognizant reporting unit coding analyst who inserts them into the appropriate file.

(b) The remainder of the PACs and the original and two duplicates of each static card are forwarded to the auditing analyst in the same sequence as submitted to the EAM Operations Unit for punching.

(6) The auditing analyst for the record coding analyst, after auditing, forwards the PACs with a single static card for each accession, to the auditing analyst of the reporting unit to which the individual is joined or is to be joined in order that the joining cards may be control listed behind the batch control card of the unit.

(7) Enlistment contracts with two (2) static cards for each document are forwarded by the auditing analyst for the record coding analyst to the administrative unit for forwarding to HQMC. Coded individual record cards are destroyed. Service Record Books and Officer Qualification Records are forwarded to the SRB/OQR files.

b. REPORTING UNIT CODING ANALYST - This analyst's procedure consists of daily analysis of documents which require a change to be made in the data maintained in the accounting card files. Service record books and officer qualification records are not submitted to this analyst in support of occurrences which affect the data maintained in the accounting card files.

(1) Upon completion of coding for a unit or a group of units, he forwards the coding as a work group to an analyst in the audit section. The auditing analyst audits this work to insure that all data has been accurately coded. Errors in coding are corrected. Necessary explanation is made to the coding analyst. When correct, the coding is forwarded along with a coded date card to the EAM Operations Unit for punching. See paragraph 1003 for definition of "date card."

(2) The EAM Operations Unit prepare :

- (a) New PACs and new RPACs from coded accounting cards.
- (b) Static cards from coded Enlistment Contracts.
- (c) Name and Service Number change cards from name and service number change coding sheets.
- (d) Date cards from coded accounting cards.

(3) These punched cards are key verified. The coded documents are returned to the auditing analyst. The EAM Operations Unit reproduces:

- (a) PACs once.
- (b) Joining type of change PACs once. (These cards are selected from the deck of cards destined for the analyst files).
- (c) Static cards twice
- (4) RPACs, name and service number change cards and date cards are not reproduced.

(5) All cards are interpreted.

(6) The EAM Operations Unit distributes the cards as follows:

(a) The originals of all PACs, a duplicate of all joining type of change PACs, and the RPACs are sorted into analyst file sequence and forwarded to the cognizant reporting unit coding analyst who inserts them in the appropriate file.

(b) The remainder of the PACs, the original and two duplicates of each static card, the name and service number change cards, the date cards, and the coded source documents are forwarded to the auditing analyst in the same sequence as submitted to the EAM Operations Unit for punching.

(7) The Reporting Unit auditing analyst, after auditing, places the PACs received from the auditing analyst for the record coding analyst (See subparagraph 3210. 1a(6) above), the date card and then the current batch control card in front of the group of PACs resulting from the coding of the reporting unit coding analyst for each unit. He sends the group to the EAM Operations Unit for preparation of control listings and new batch control cards. Control listings and all cards are returned to the auditing analyst.

(8) After the auditing analyst has verified the accuracy of the punching and verified the totals on the control listings against those shown in both the old and new batch control cards, and resolved any discrepancies, he releases the PACs to the EAM Operations Unit along with a single static card to match each enlisted accession type accounting card and a name and service number change card to match each accounting card bearing a name and service number type of change to be placed in the HQMC Forwarding File. Enlistment contracts with two (2) static cards for each contract and extension of enlistment forms are forwarded to the administrative unit for forwarding to HQMC. Other source documents, not intended for forwarding to HQMC, are returned to the cognizant reporting unit coding analyst. Control listings, date cards and batch control cards are retained by the auditing analyst.

(9) When cards are released by the reporting unit auditing analyst, the EAM Operations Unit will separate transfers to other DPIs and transfers to other units in the same DPI from the group. These are reproduced on manila accounting cards. The duplicates of transfers to other DPIs are forwarded daily to those DPIs. The duplicates of transfers to units in the same DPI are returned to the coding analyst who forwards them to the joining analyst. The original accounting cards are placed in the HQMC Forwarding File by the EAM Operations Unit.

(10) Each auditing analyst will maintain a file of latest batch control cards and control listings. At the time Auditing Personnel Rosters/Gain and Loss Statements are to be prepared, the Chief Analyst directs the coding analysts to release their files of PACs to the EAM Operations Unit for zero balancing.

3220 FLOW CHARTS OF PERSONNEL DATA ANALYST PROCEDURES

1. Figures 3-1, 3-2 and 3-3 depict the flow of personnel accounting source documents and punched cards within the Data Processing Installation for the Reserve Establishment.

3230 ITEMS OF INFORMATION MAINTAINED

1. Items of information to be maintained for each individual on the rolls of Organized Reserve accounts are stated in Chapter 6, PRAM.

2. The following items of information will be maintained for each individual on the rolls of Volunteer Reserve reporting units:

a. All items of information as provided for in the PERSONNEL ACCOUNTING CARD (Active and Inactive Establishment) (See paragraph 5110).

b. Only those items of information as provided for in the RESERVE PERSONNEL ACCOUNTING CARD (Inactive) which are specified (See paragraph 5115).

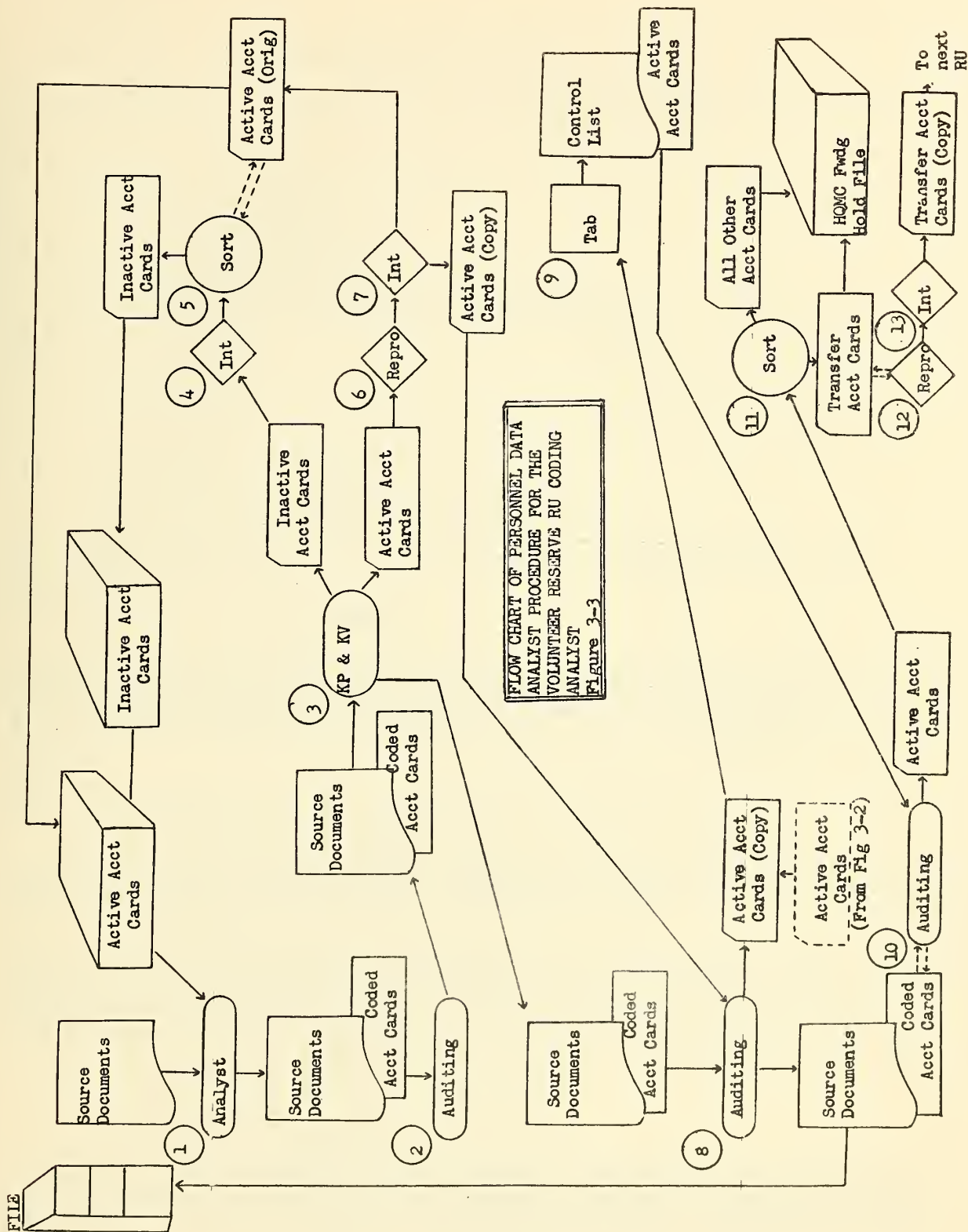


Figure 3-3

3240 SOURCE DOCUMENTS

1. Source documents are the written matter submitted to coding analyst for initial entry or change of facts in the Personnel Accounting System.

2. The following are the source documents used for the entry of data into the Personnel Accounting System:

- a. Unit diary (Organized Reserve only)
- b. TRCs
- c. Enlistment Contract and Record
- d. Extension of Enlistment Forms
- e. Auditing Personnel Roster
- f. Gain and Loss Statement (Volunteer Reserve only)
- g. Service Record Books and Officer Qualification Records
- h. Other documents (use of which may be directed by CMC or the Director)

3. Diary Requirements:

a. The diary will be considered unsatisfactory as a document, if:

(1) It has not be authenticated.

(2) Pages are missing (including attached rosters).

(3) The basic format requirements contained in Chapter 6, PRAM have been disregarded.

(4) It is mutilated or illegible.

b. An unsatisfactory diary will be returned to the reporting unit for resubmission after all errors are circled on the original and duplicate in pencil. The duplicate will be retained by the coding analyst as a check against the resubmitted diary. In cases of correctable errors; e.g., date of diary, diary number, or diary not authenticated, return the original unmarked to the unit for corrective action, noting on the duplicate "Original returned for corrective action."

3250 ARRANGEMENT OF SOURCE DOCUMENTS FOR PROCESSING

1. The source documents are arranged in reporting unit code sequence (same sequence as the accounting card file). When more than one document has been accumulated for a reporting unit, they are arranged in chronological sequence, earliest date on top.

2. The Organized Reserve coding analyst will code from the duplicate unit diaries in numeric sequence; e.g., if diary number 9-59 is received and diary number 8-59 has not been received, the coding analyst would hold diary number 9-59 until he receives 8-59. Such diaries are referred to as "withheld from processing." Upon receipt of diary number 8-59, he would then process both diaries as one. The period for which diaries may be withheld are as follows:

a. For reporting units local to the DPI - 1 day.

b. For reporting units not local to the DPI - 3 days.

3. If, at the end of the appropriate period, a unit diary is still missing, the coding analyst will code the withheld diaries and request that contact be made with the reporting unit requesting resubmission of the missing diary. Notify the auditing analyst if a diary is missing from a work group.

3260 DIARY CHECK OFF SHEET

1. The reporting unit coding analyst maintains a monthly check off sheet on which he notes the receipt of diaries by the number of the diary and the date on which it was received by entering both figures under the date for which the diary was submitted. In addition, he records the forwarding and receipt of Auditing Personnel Rosters by entering "APR" under the dates the roster was forwarded to the reporting unit for audit and returned to the DPI. In the "Unit Diary Number Carry Over" column, he will enter the diary number of the last diary received from the reporting unit for the preceding month (this assures that diaries are numbered consecutively for the calendar year).

2. The check off sheet is prepared locally. The content of the check off sheet is as follows:

"DIARY CHECK OFF SHEET FOR (INSERT MONTH) 19__"

Unit	Unit Diary Carry Over	1	2	3	26	27	28	29	30	31
87306	26	27/5		28/A 6 P R		37/A 29 P R		38/ 31		39/ 2

3. From this sheet, a firm estimate is available of the average delay between preparation of the diary by the reporting unit and its receipt, and between forwarding the auditing personnel roster to the unit and its return.

3270 MISSING DOCUMENT CHECK OFF SHEET

1. When data is reported which requires an attached document (e.g., an enlistment contract) and it is not attached, he enters the following information on this sheet:

- Reporting unit code
- Name, rank, service number, and primary MOS of the individual concerned.
- Title of the missing document
- Diary number
- Diary date

2. The original of this sheet is kept by the coding analyst. Each day, he inserts a carbon and a blank sheet behind the original and enters the above information for all missing documents. At the end of the day, the coding analyst will request correspondence be initiated to procure the missing documents.

3. When the missing documents are received, the coding analyst rules out the missing information pertaining to those documents on his sheet and codes them according to the instructions in this chapter.

3280 PREPARATION FOR PUNCHING

1. Record Coding Analyst:

a. The Record Coding Analyst receives the records of individuals to be joined into the Volunteer Reserve.

b. He extracts from the records data to be entered into the system and transcribes this data in code form on both an individual record card and an individual record card (Reserve). If accounting cards are available in the Anticipated Accounts File, the records will be compared against the anticipated accounts cards and data required in processing the joining entry is coded on these cards. In the event the record coding analyst received copy of an authority for joining, without a Service Record Book or Officer Qualification Record, and anticipated accounts cards

are not available, a skeleton card is coded for each file on a blank accounting card or other appropriate form.

2. Reporting Unit Coding Analyst:

a. The Reporting Unit Coding Analyst is responsible for the maintenance of two files for each reporting unit, the PERSONNEL ACCOUNTING CARD (PAC) file and the RESERVE PERSONNEL ACCOUNTING CARD (RPAC) file. The nature of the remark to be coded will indicate to the reporting unit coding analyst whether or not both files are affected or only one of the files is affected. When the latter situation occurs, it is not necessary for the coding analyst to update the accounting card of the individual in the file which is not affected.

b. In the maintenance of his files, the reporting unit coding analyst will be guided by the instructions contained in Part B of this chapter.

c. The coding analyst checks each document to determine whether it affects the data maintained in the accounting system. If it does, coding action will be accomplished on the accounting card, if available. If an accounting card for the individual is not available, and the documents report a joining, a skeleton card is coded for each file on a blank accounting card or other appropriate form.

d. If an accounting card exists in the file, remove it and insert in its place an off-color card on which is written the last name of the individual and the type of change to be processed. Compare the standard information on the card (i.e., name, service number, rank code, MOS and component code) with that shown on the document. If it doesn't agree notify the unit of the discrepancy. Do not change the standard information contained in the accounting card unless such a change is reported. The analyst must always assume that the data currently carried in the accounting cards which has been previously reported and audited, is correct unless a document is received which changes it. If the name and/or service number on the document is so garbled that there is doubt as to the proper identity of the individual, the coding analyst will not process the entry. He will initiate notification to the unit requesting correction.

e. If an accounting card for the individual is found in the Anticipated Accounts File, or the pending section of the file (a duplicate of the card which last reported that individual) this card will be used in the same manner as outlined in sub-paragraph d, above.

f. If an accounting card as discussed in d. or e. above, is available, the coding of the entry will be effected on this card in accordance with instructions in Part D.

g. Next determine whether the entry should be supported by an attached document. If a required document is not attached, enter this fact on the "Missing Document Check-Off Sheet." Attached documents are processed as follows:

(1) ATTACHED ROSTERS

The attached roster is a part of the unit diary to which attached. This roster must not be detached from the diary since the entry requiring it will not show the identification of the individuals affected but will refer to the attached roster where their standard information will be shown. The roster is processed in the same manner as the diary.

(2) INDIVIDUAL RECORD CARD AND INDIVIDUAL RECORD CARD (RESERVE)

Individual record cards are required to be attached to the unit diary for entries which report an initial accession to the Marine Corps Reserve; changes to officer from enlisted status and vice-versa; and at other times when necessary to complete the information in the Personnel Accounting System. When IRCs are received, compare the standard information thereon with that shown

on the unit diary and on the latest accounting card, if available.

(a) If they agree and accounting cards are available, use the accounting cards to code the effect of the unit diary entry by entering the type and date of change and other items in the appropriate coding blocks. At the same time, check the other items in the accounting card against the same items on the IRCs, and make inquiry to the reporting unit when the IRCs differ with information previously reported. If accounting cards for the individuals are not available, code the IRCs to obtain new accounting cards.

(b) If IRCs and/or diary entry and/or accounting cards do not agree as to standard information, resolve the discrepancy by telephone, if practicable, and request necessary correction. If correspondence is required, initiate it and code the entry using the standard information shown in the accounting cards, if available. If accounting cards are not available, determine from experience whether the information on the diary or the IRCs is most likely correct and use that in coding the IRCs.

(c) In the event IRCs are required but were not submitted and current accounting cards for the individual are not available, the coding analyst will code on blank IRC forms (or blank accounting cards) to obtain skeleton accounting cards. The skeleton accounting cards will contain complete standard information. Such skeleton cards will be replaced by complete cards within ten days of joining. If the coding analyst is unable to obtain current accounting cards from which to process complete information, he will notify the Chief Analyst that IRCs are needed from the unit.

(3) ENLISTMENT CONTRACT

Compare the enlistment contract with the diary entry, and in cases of reenlistment, with the current accounting cards. This comparison is relative to standard information, date of enlistment or reenlistment; period of enlistment or reenlistment; and date of last discharge in the case of reenlistment:

(a) In cases of reenlistments, if the contract disagrees with the standard information presently contained in the accounting cards:

First: Note on the face of the contract below the phrase "Enlistment Contract and Record" in red pencil, or stamp with red ink:
"Carried in Personnel Accounting System as _____."

Second: Enter in the space provided the item of information that is in disagreement with the contract. This note indicates the discrepancy to HQMC for corrective action. (Static and accounting cards will contain the standard information presently carried in the Personnel Accounting System).

(b) In cases of reenlistments, if the diary entry disagrees with the standard information contained in the contract and in the accounting cards:

First: Line out the item of information on both the original and duplicate of the diary which is in disagreement, in such a manner that it will still be legible, and stamp the original and duplicate with:

"SUBSTANTIATING CONTRACT SHOWS _____."

Second: Insert in the space provided the correct information which afterwards must be initialed by the DPO. Request correction to the diary entry.

(c) If enlistment contracts have not been completed by the reporting unit, they will be processed by the coding analyst to obtain a static card, complete, except for the missing

items. The contracts will then be returned to the reporting unit with a request that the missing items be completed and the contracts resubmitted in the normal manner. The coding analyst will enter the fact of return on the original only, of the Missing Document Check Off Sheet to indicate that the reporting unit is charged with the document for resubmission. A copy of the static card will be retained and compared with the document when it is returned. The coding analyst will then cause a new complete static card to be prepared and forwarded in a separate tally group for manual processing at HQMC. This action insures that a static card representing the new contract is forwarded at the same time as the accounting card representing the gain to strength, even though the static card is not complete. The completed card is forwarded separately to prevent it from being counted again in the tabulation of gains to strength.

(d) If an enlistment or reenlistment is reported and the contract is not attached, a static card containing name, service number, date of enlistment, term of enlistment and component/class/reserve status code will be punched and forwarded. Upon receipt of the contract a complete static card will be prepared and forwarded separately to HQMC for manual processing.

(e) When a contract (other than a resubmitted contract) is received without reenlistment entry on the diary, notify the unit of the fact, and hold the contract pending receipt of the proper diary remarks, at which time the coding analyst will process both in the normal manner.

(f) The coding analyst will insure that each enlisted accounting card reflecting a gain to the service (other than joinings upon completion of tours of active duty) is accompanied by a matching static card.

(4) EXTENSION OF ENLISTMENT FORMS

(a) COPY OF THE AGREEMENT

When an individual executes an agreement to extend his enlistment, a copy of the agreement is attached to the diary reporting the execution of the agreement. The coding analyst compares the copy of the agreement with the diary entry to insure that the new EOS date reported has been correctly advanced, and notifies the reporting unit of any discrepancies. The copy is then set aside for transmittal to HQMC, and the diary entry is coded on the latest accounting card.

(b) CANCELLED ORIGINAL OF THE AGREEMENT

An individual's agreement to extend may be cancelled at any time after its execution and prior to its effective date. In the event of cancellation, the original will be stamped with the notation CANCELLED across the face and attached to the diary reporting the cancellation. Occasionally, a cancelled extension will be forwarded concurrently with a diary reporting the individual as discharged. In this case, the coding analyst codes on the PAC to reflect the separation and, at the same time, changes the EOS to the month and year of separation. The RPAC is removed from the file and destroyed. If the cancellation is reported prior to the individual's discharge, the coding analyst will code both of the individual's accounting cards to reestablish the correct EOS. The cancelled agreement is set aside for transmittal to HQMC.

3290 DATA TO BE SELECTED FROM EACH TYPE OF ENTRY FOR CODING

1. GENERAL - These instructions apply to processing documents which affect the data contained in both the PERSONNEL ACCOUNTING CARD (PAC) and the RESERVE PERSONNEL ACCOUNTING CARD (RPAC).

a. In the following sub-paragraphs the required data to be entered in accounting cards for each type of entry is shown and is to be coded on the appropriate form, i. e., PAC, RPAC, IRC, or IRC (Reserve).

b. Date of change will be coded as two digits for day, two digits for month, and last digit of year. On loss and gain entries the date of change will be the date of occurrence. However, if a joining and a separation is reported on the same date, the joining change will be dated one day prior thereto and the separation change dated the date of occurrence. The date of change of all other changes will be the date of the latest document. Other dates will be coded with alphanumeric one digit month code and either one digit or two digit numeric for year depending on the number of columns in the punching field.

2. ACTIONS AFFECTING THE UNIT

a. ACTIVATION

An activation causes joinings and these are processed as indicated under that type of entry. This occurrence establishes the unit. The coding analyst obtains the reporting unit code and inserts it in the accounting cards at the same time the initial joinings are processed, using the date of the activation for date of change. The auditing analyst establishes a batch control card for the PAC file of the unit when the first group of joinings is ready for control listing.

b. REDESIGNATION OR REORGANIZATION

These events have an effect on the accounting cards when a redesignation results in a change of reporting unit code or when a reorganization results in the transfer of groups of personnel to other reporting units. Upon redesignation, use a gang punch process to insert redesignation type of change, date of change, and new reporting unit code. Accounting cards in the dropped or gain sections of the PAC file at the time of the redesignation or reorganization will be processed by gang punching to insert the new reporting unit code. Type and date of change of these cards will not be changed nor will duplicates of these cards be forwarded to HQMC. Upon redesignation which results in the transfer of groups of individuals to other reporting units, process in accordance with instructions for transfer, using gang punch methods when practicable.

c. TRANSFER OF A UNIT TO ANOTHER DPI's ACCOUNTING JURISDICTION

Upon the transfer of a unit to the accounting jurisdiction of another DPI:

(1) Process both files to the date of the last document submitted.

(2) Deliver the files to the EAM Operations Unit for zero balancing and reproduction (to include the gain and dropped sections of the PAC file if the transfer occurs on a date other than the last day of the month in which an Auditing Personnel Roster or Gain and Loss Statement is prepared). If the transfer occurs on the last day of a month for which an auditing personnel roster or gain and loss statement is to be prepared, the gain and dropped sections of the PAC file will not be reproduced.

(3) All diaries, card files, zero balance sheets with number and date of last unit diary processed noted thereon, and pending correspondence are forwarded.

(4) If the transfer occurs on the last day of a month for which an auditing personnel roster or Gain and Loss Statement has been prepared, the Chief Analyst will insure that these reports are forwarded to the unit for audit and return to the new DPI.

d. DISBANDMENT OR DISCONTINUANCE OF A REPORTING UNIT

For personnel accounting purposes, disbandment, deactivation, or discontinuance of a reporting unit causes all personnel to be dropped from the account. The coding analyst will process the drop entries, ensuring that all personnel in the account have been transferred. If all personnel have not been dropped, the commander exercising accounting jurisdiction will determine the disposition of the personnel concerned. For Organized Reserve units, an addenda to the final

diary, indicating the disposition of such personnel, will be prepared and processed in the same manner as the unit diary. Then, it will be made a part of the last bound diary group for that unit. When all personnel have been dropped from the account, the drop cards (and gain cards for Volunteer Reserve units) from the PAC file will be delivered to the EAM Operations Unit for preparation of a Disbandment Roster (see paragraph 2330). This roster will list all the personnel who appeared in the account since the last auditing personnel roster or gain and loss statement was prepared.

e. SUSPENSION OF REPORTING DUE TO BEING AT ZERO STRENGTH

When this occurrence is reported, all personnel should have been reported dropped from the account and processing is suspended pending resumption of reporting. For Organized Reserve accounts, if diary submission is not resumed by the end of the quarter in which it is suspended, the auditing personnel roster, consisting only of a dropped section will be prepared in accordance with the instructions for auditing personnel roster preparation. For Volunteer Reserve accounts, if reporting is not resumed by the end of the month in which it is suspended, a gain and loss statement or auditing personnel roster, consisting of the gained and dropped sections, will be prepared.

3. JOININGS (GAINS)

a. General - A joining causes an accounting card to be added to the main body (and the gain section of the Volunteer Reserve account) of the PAC file and the RPAC file, thereby increasing the strength of each file by one. Each joining must be coded to indicate by type of change whether the action causes an increase to the strength of the Reserve Establishment (accessions by enlistment, reenlistment, appointment to officer status, resumption of enlisted status or accession by release from active duty), or merely a gain to the unit after transfer from another unit.

b. INITIAL ENLISTMENTS, ACCEPTANCE OF COMMISSION OR REENTRIES AFTER
BROKEN SERVICE

An accession to Marine Corps Reserve strength by initial enlistment, initial acceptance of commission, reenlistment not immediately following a separation, or an acceptance of commission not immediately following a separation will be processed by coding on blank accounting cards or an individual record card and individual record card (Reserve). The following is the minimum data required:

Standard information (see paragraph 1003)
Type and date of change
Expiration of obligated service (EOS)
Obligor status code
Reporting unit code

The auditing analyst will insure that accounting cards representing enlisted gains are accompanied by a static card.

c. REENLISTMENTS IMMEDIATELY FOLLOWING DISCHARGE

The PAC will be duplicated prior to coding a separation followed by immediate reenlistment. This action provides a card on which to code the reenlistment. The following data must be obtained from the source document:

Type and date of change
New component/class/reserve status code, if the reentry is from another component
New date of expiration of obligated service (EOS)

The RPAC is coded only to reflect change in data caused by the reenlistment.

d. REENTRY AS ENLISTED OR OFFICER IMMEDIATELY FOLLOWING SEPARATION
AS OFFICER OR ENLISTED

The report of the joining of an officer following termination of enlisted status by acceptance of appointment after discharge or closing of accounts as enlisted will be coded to reflect the change of status. Other items on the cards which would normally be the same for the individual regardless of officer or enlisted status should be left intact.

e. JOINING FROM ANOTHER UNIT - ORGANIZED RESERVE ANALYST PROCESS

(1) Upon joining of an individual from a unit in the same DPI, the coding analyst will code this entry on the individual's accounting cards obtained from the pending sections of the files. The type of change code used will cause the new PAC to add one to the strength of the unit when control listed. Joining of personnel within the same DPI with skeleton information is not permitted if completed accounting cards are available from the unit affecting the transfer.

(a) When the coding analyst receives accounting cards indicating an expected joining from another unit in the same DPI, he can determine from the date of transfer when the individual should join. If the individual is not joined by then he will:

First: Check with the analyst who processed the transferring entry to determine whether or not the transfer was deleted. If the transfer has been deleted, destroy the duplicate accounting cards.

Second: If the transfer has not been deleted, communicate with the reporting unit which should have joined the individual to notify them of the overdue joining.

(b) If an individual is reported as joined from a unit in the same DPI and the coding analyst processing the joining entry has not received accounting cards he will:

First: Request duplicate of the latest cards from the coding analyst who has the account of the unit from which the individual joined.

Second: Use these duplicates to code the joining entry. The coding analyst will receive accounting cards at such time as the unit reports the transfer. The accounting cards would then be used to insure that the information in the previously obtained duplicates was not changed by the transferring unit. Further, they will be used to insure that the cards reporting the joining have a later date. If the joining cards do not have a later date, process a later date type change (see chapter 4, change codes) on the PAC and update the RPAC under a 00 type of change.

(2) Upon joining of an individual from a unit under the accounting jurisdiction of another DPI, the coding analyst will code this entry on the individual's accounting cards obtained from the Anticipated Accounts File. If duplicates are not available in the Anticipated Accounts File, code blank accounting cards for skeleton cards which must be replaced by complete cards within ten (10) days. The type of change code used will cause the new PAC to add one to the strength of the unit when control listed. If duplicate accounting cards are frequently not available from a particular DPI notify the DPO. The following coding is required on duplicate transfer accounting cards:

Re-establish that portion of the name which was deleted by new DPI code and the code of the reporting unit to which transferred. If the name is less than six (6) columns, code dashes to delete the new DPI code and reporting unit from columns 6-13.

Type and Date of Change

Reporting Unit code

f. JOINING FROM ANOTHER UNIT - VOLUNTEER RESERVE ANALYST PROCESS

(1) Joinings from other units fall into two general categories, as follows:

(a) Those joinings from the regular establishment (release from active duty and transfer of enlisted to the Fleet Marine Corps Reserve), from Organized Reserve reporting units and from Volunteer Reserve reporting units serviced by another DPI. Joinings of this type are supported by copy of the authority for the joining along with the Service Record Book or Officer Qualification Record. These joinings are processed by the Records Coding Analyst.

(b) Those joinings from another Volunteer Reserve reporting unit within the DPI. Joinings of this type are supported by a copy of the authority for the joining. These joinings are processed by the Reporting Unit Coding Analyst.

(2) Upon receipt of a SRB/OQR with a copy of the authority for joining, the Records Coding Analyst will:

(a) Check the Anticipated Accounts File for accounting cards. If cards are available, he will compare the content of the SRB/OQR against the accounting cards. If discrepancies are discovered, such discrepancies will be corrected at this time. In addition to the above, the following data will be coded on the accounting cards:

Type and date of change

Re-establish that portion of the name which was deleted by new DPI code and the code of the Reporting Unit to which transferred or unused leave and separation code. If the name is less than six (6) columns, code dashes to delete the new DPI code and RU code or UL and separation code from columns 6-13.

Reporting Unit Code

(b) If anticipated accounts cards are not available, he will code on a blank individual record card and individual record card (Reserve), reducing the content of the SRB/OQR into summary form. In addition to the above, the following data will be coded on the blank individual record card and individual record card (Reserve):

Type and date of change

Reporting Unit Code

(c) In the case of joinings from the regular establishment (release from active duty, and transfer of enlisted to the Fleet Marine Corps Reserve), only a PAC will be found in the Anticipated Accounts File since reporting units of the regular establishment do not prepare RPACs. As a result, in the joining of individuals from the regular establishment, the Record Coding Analyst will be required to code on a blank individual record card (Reserve) for the punching of the RPAC. Columns in the PAC which are applicable to the regular establishment only, will be coded with zeroes.

(3) Upon receipt of a copy of the authority for joining an individual from another Volunteer Reserve reporting unit within the DPI, the reporting unit coding analyst will:

(a) Obtain the individual's accounting cards from the pending sections of the files. The type of change code used will cause the new card to add one to the strength of the unit when control listed. Joining of personnel within the same DPI with skeleton information is not permitted if completed accounting cards are available from the unit affecting the transfer.

(b) When the reporting unit coding analyst receives accounting cards indicating an expected joining from another Volunteer Reserve unit in the same DPI, he can determine from the date of transfer when the individual should join. If the individual is not joined by then he will:

First: Check with the analyst who processed the transferring entry to determine whether or not the transfer was deleted. If the transfer has been deleted, destroy the duplicate accounting cards.

Second: If the transfer has not been deleted, notify the unit of the overdue joining.

(c) If an individual is reported as joined from a unit in the same DPI and the reporting unit coding analyst has not received accounting cards he will:

First: Request duplicate of the latest cards from the analyst who has the account of the unit from which the individual joined.

Second: Use these duplicates to code the joining entry. The analyst will receive accounting cards at such time as the unit reports the transfer. The accounting cards would then be used to insure that the information contained in the previously obtained duplicates was not changed by the transferring unit. Further, they will be used to insure that the cards reporting the joining have a later date. If the joining cards do not have a later date, process a later date type change (see Chapter 4, Change Codes) on the PAC and up date the RPAC under a 00 type of change.

4. DROPS (LOSSES)

a. General - Drops (losses) cause accounting cards to be deleted from the files, thereby decreasing the strength of each file by one. They may also cause a decrease in the strength of the Reserve Establishment. Each drop must be coded to indicate, by type of change, the effect on the strength. Drops which transfer an individual to another unit cause a change in unit strength. Drops which separate an individual from the Reserve Establishment (assignments to active duty, discharge, deaths, retirements, resignations and dismissals of officers) cause a reduction in the strength of the Reserve Establishment and the strength of the unit. Drop of an individual from officer or enlisted status to re-enter as enlisted or officer cause a change of officer and enlisted strengths within the Reserve Establishment and the unit.

(1) When the following items are coded on drops, they will be entered in the fields shown to the right:

<u>Item</u>	<u>Field</u>
New DPI Code	Name (column 6)
Separation Code	Name (columns 11-13)
Reporting Unit or Command to which transferred	Name (columns 9-13)

(2) Separations are not coded on the RPAC. Reporting unit or command to which transferred is coded on the RPAC only in the case of transfers between DPIs within the Reserve Establishment.

b. TRANSFER BETWEEN UNITS

(1) Upon transfer of an individual to another unit in the same DPI, the coding analyst will:

(a) Code on the PAC obtained from the body of the file. An off-color card is

inserted in the dropped section on which is written the last name of the individual and the type of change to be processed. The type of change code will cause the new card to subtract one from the unit's strength when control listed. He will receive from the EAM Operations unit a transfer accounting card to insert in place of the off-color card in the dropped section of the PAC file, a duplicate accounting card for the analyst accounting for the unit to which the individual was transferred and a duplicate for forwarding to HQMC.

(b) Deliver by hand the uncoded RPAC to the cognizant coding analyst.

(2) If a coding analyst is informed that an individual has been joined by another unit and the individual has not been reported transferred he will:

First: Furnish the analyst who is processing the joining a duplicate of the latest accounting cards.

Second: Advise the unit of the joining and request disposition. Since both coding analysts must remain in balance with the units they are processing, the individual will be carried in two accounts until such time as one of the units takes corrective action.

Third: When transfer is reported and processed, furnish duplicate accounting cards to the coding analyst processing the unit that joined the individual.

(3) Upon transfer of an individual to a unit under the accounting jurisdiction of another DPI, the coding analyst will:

(a) Code on the PAC obtained from the body of the file. An off-color card is inserted in the dropped section of the file on which is written the last name of the individual and the type of change to be processed. The type of change code will cause the new card to subtract one from the unit's strength when control listed. He will receive from the EAM Operations Unit a transfer accounting card for the dropped section of the file. A duplicate is forwarded to the DPI accounting for the unit which will next join the individual. He will remove the off-color card and insert in its place the transfer accounting card. Duplicate of the transfer card is forwarded to HQMC.

(b) Code on the RPAC obtained from the body of the file. The EAM Operations Unit will prepare a single transfer accounting card to be forwarded to the DPI accounting for the unit which will next join the individual. A dropped section is not maintained for this file.

(4) Coded PACs and RPACs will contain the following data:

Type and Date of Change

New DPI Code (not required on within DPI transfers)

Reporting unit or command to which transferred

c. ASSIGNMENT TO EXTENDED ACTIVE DUTY

(1) When an individual is assigned to extended active duty, the coding analyst will:

(a) Code on the accounting card from the PAC file. The following data must be determined from the source document:

Type and date of Change

New DPI code

Reporting unit or command to which transferred

An off-color card is inserted in the dropped section on which is written the last name of the individual and the type of change to be processed. The type of change code will cause the new card to subtract one from the unit's strength when control listed. He will receive from the EAM Operations Unit a drop (loss) accounting card to insert in place of the off-color card in the dropped section of the PAC file. A duplicate accounting card will be forwarded to the DPI to which the individual was dropped. A duplicate is forwarded to HQMC.

(b) Remove and destroy the accounting card in the RPAC file.

d. DISCHARGES

(1) Upon discharge, the coding analyst will:

(a) Code on the accounting card in the PAC file. When the accounting card is removed, insert in its place or in the dropped section as appropriate, an off-color card. On this card is written the last name of the individual and the type of change processed. If the entry indicates the individual will reenlist, make a duplicate of the accounting card on which to code the reentry (See Joinings). The following data must be determined from the source document:

Type of change - to indicate discharge and whether or not the individual will reenter

Date of change (date of discharge)

Separation Code - to indicate type of discharge, reason for discharge, whether or not those eligible to reenlist, do so

(b) Code on the accounting card in the RPAC file data changed by the reenlistment. If reentry is not to be effected, accounting card is removed from the file and destroyed.

(2) Whenever a document reports a discharge as of a date earlier than the date of change in the current accounting cards, the coding analyst will note on the document "Earlier Date Separation." The auditing analyst will insure that prior to releasing the new PAC, he duplicates it, returns the original to the release group, and forwards the duplicate by letter to HQMC for manual processing. This procedure is necessary because the files are controlled by date of change. Steps must also be taken to effect removal of later date cards from DPI files.

e. DEATHS

(1) Upon report of death, the coding analyst will:

(a) Code on the accounting card in the PAC file. When the accounting card is removed, insert in the dropped section an off-color card. On this card, is written the last name of the individual and the type of change processed. The type of change code will cause the new card to subtract one from the unit's strength when control listed. He will receive from the EAM Operations Unit a drop (loss) card for the dropped section of the file. He will remove the off-color card and insert in its place the drop (loss) accounting card. Duplicate of the drop (loss) card is forwarded to HQMC. The following data must be obtained from the entry and coded on the accounting card:

Type and Date of Change

Separation Code

(b) Remove and destroy the accounting card in the RPAC file.

(2) When death occurs while the individual is enroute between reporting units, the new reporting unit will join and drop the individual on the same date. In this case the coding analyst will process the joining according to instructions for joining entries, but the joining date of change will be one day prior to the date of death. The date of change of the loss entry is the date of death. RPAC is not prepared in this instance, and if available in the Anticipated Accounts File, it is removed and destroyed.

f. RETIREMENTS

(1) Upon report of retirement, the coding analyst will:

(a) Code on the accounting card in the PAC file. When the accounting card is removed, insert in the dropped section an off-color card. On this card is written the last name of the individual and the type of change processed. The type of change code will cause the new card to subtract one from the unit's strength when control listed. He will receive from the EAM Operations Unit a drop (loss) card for the dropped section of the file. He will remove the off-color card and insert in its place the drop (loss) accounting card. Duplicate of the drop (loss) card is forwarded to HQMC. The following data must be obtained from the document and coded on the accounting card:

Type and Date of Change

Separation Code

(b) Remove and destroy the accounting card in the RPAC file.

g. RESIGNATIONS AND DISMISSALS OF OFFICERS

(1) Upon report of resignation or dismissal of an officer, the coding analyst will:

(a) Code on the accounting card in the PAC file. When the accounting card is removed, insert in the dropped section an off-color card. On this card is written the last name of the individual and the type of change processed. The type of change code will cause the new card to subtract one from the unit's strength when control listed. He will receive from the EAM Operations Unit a drop (loss) card for the dropped section of the file. He will remove the off-color card and insert in its place the drop (loss) accounting card. Duplicate of the drop (loss) card is forwarded to HQMC. The following data must be obtained from the document and coded on the accounting card:

Type and Date of Change

Separation Code

(b) Remove and destroy the accounting card in the RPAC file.

5. NAME OR SERVICE NUMBER CHANGES OR CORRECTIONS

The name and service number are the means of identification in the system. Errors in either constitute one of the major difficulties in machine processing. The coding analyst must insure that the name and service number of an individual is reported consistently. When an actual change is reported or a correction is required, the coding analyst will:

a. Code on the accounting cards in the PAC file and the RPAC file. When the accounting cards are removed, insert in the body of each file an off-color card. On this card is written the last name of the individual and the type of change processed. He will remove the off-color cards and insert in their place the new accounting cards. Duplicate of the PAC is forwarded to HQMC. The following data must be obtained from the document and coded on the accounting cards:

Type and Date of Change

Correct Name or correct Service Number

b. Code on a name and service number change coding sheet to produce a name or service number change card in accordance with instructions in Part D. This card is used as a pull card to extract the incorrect cards of name and service number from HQMC and DPI files.

c. If a change in service number is involved, code two blank accounting 5081 cards as follows:

(1) Enter "SUBTRACT" in the name field.

Enter subtract type change code in the type of change field.

(See Chapter 4, type change codes)

Enter the WRONG service number in the service number field.

Enter date of the source document in the date of change field.

Enter the individual's rank code in the rank code field.

Enter the reporting unit code in the reporting unit field.

(2) Enter "ADD" in the name field.

Enter add type change code in the type change field.

(See Chapter 4, type change codes)

Enter the correct service number in the service number field.

Enter date of source document in date of change field.

Enter the individual's rank code in the rank code field.

Enter the reporting unit code in the reporting unit field.

These cards will cause adjustment of the service number control total in the batch control card when the work group is control listed. After the auditing analyst receives the control listing and the cards, he removes and destroys any subtract and add type changes from the group prior to releasing it.

6. PROMOTIONS, REDUCTIONS AND CORRECTIONS TO RANK OR DATE OF RANK

a. When a document reports the promotion/reduction of an enlisted person or the acceptance of appointment in a higher rank by an officer, it will be coded on both the PAC and the RPAC. The following data must be obtained from the document:

Type and Date of Change

New Rank and Date of Rank

b. All changes are significant in the processing of the PAC file. See Chapter 4 for detailed instructions on combination of change. In the case of a promotion or reduction reported at the same time as loss entry, the PAC will be duplicated and the promotion or reduction processed on the duplicate with a date of change one day earlier than the date of the loss which is coded on the original card. If the loss is to be followed by a reentry, two duplicates are made of the PAC. The loss entry is coded on the original accounting card and must reflect promotion or reduction which was coded on the duplicates.

c. Changes to the RPAC are processed with a single card since significant types of change do not apply to this file.

7. CHANGES TO OTHER ITEMS OF INFORMATION IN ACCOUNTING CARDS

a. General

(1) Documents which report changes other than those described in the preceding

paragraphs are coded on the accounting cards using the appropriate type of change code and the date of the document for the date of change, inserting new information in the appropriate coding block.

(2) Certain of these changes may be combined if change to more than one item is reported simultaneously. See the type of change codes in Chapter 4 for detailed instructions.

(3) When a change of either primary or additional MOSs is reported, the coding analyst will insure that in changing one MOS, the other is also changed as shown in the source document.

8. SPECIAL INSTRUCTIONS FOR PROCESSING OF DELETIONS OR CORRECTIONS TO REPORTS OF GAINS OR LOSSES

a. When a source document reports the deletion of a discharge or assignment to active duty:

(1) The PAC for the individual must be reestablished in the unit account as well as in HQMC files, providing the drop has been processed. To reestablish the individual in the accounting card file, the coding analyst will use the separation accounting card from the dropped section of the file. He codes the type of change code that indicates a gain to the Reserve Establishment to counteract an erroneous separation. The date of change is one day later than that in the separation card. Reestablish that portion of the last name which was deleted by the processing of the drop data. (Add dashes to blank remaining columns if the last name is less than 13 letters).

(2) The RPAC is reestablished by obtaining complete data from the unit. This action is necessary since a dropped section is not maintained for this file.

b. When a source document reports a correction to a legitimate separation which has been processed (e. g., a change in the reason or authority for separation which causes a change in the separation code; a change in the effective date of the separation; or a change of other information which should have been included in the separation card), the reporting unit coding analyst will:

(1) Code the necessary changes on the PAC. One will be inserted in the dropped section of the file if the APR or Gain and Loss Statement has not been prepared, and one in each internal DPI file to replace the incorrect card. A corrected copy of the separation card will be delivered to the Chief Analyst for forwarding by letter to HQMC. Corrected separation cards will not be control listed.

(2) The RPAC is not affected in that separations are not coded on this card.

c. When a source document deletes a transfer as erroneous, the reporting unit coding analyst will:

(1) Obtain the PAC and code it to rejoin the individual in the account. The type of change in this case will indicate a rejoining in the unit account to counteract an erroneous transfer. The date of change must be one day later than the date in the erroneous transfer card. The deleted portion of name must be reestablished.

(2) Obtain the RPAC, if available, and code it to rejoin the individual in the account. The date of change must be one day later than the date in the erroneous transfer card. The deleted portion of name must be reestablished. If the RPAC is not available, request complete data from the unit.

d. When a source document reports the deletion of an erroneous joining (individual did not in fact join the unit) and the auditing analyst has established the individual in the unit file by

control listing, this gain must be counteracted by a loss. This will be accomplished as indicated below:

(1) Deletion of a joining from another unit in the same DPI.

(a) The PAC will be coded with a date of change the same date as in the erroneous joining card and the reporting unit code for the unit from which erroneously joined will be entered in the appropriate columns (9-13) of the name field. The auditing analyst will cause this card to be control listed to subtract the individual's service number from the service number control total and to adjust the strength totals in the batch card. He will not release this card for forwarding to HQMC for Volunteer Reserve accounts, the card in the gain section of the unit file will be removed and destroyed. Drop cards of individuals deleted as erroneous joinings will be inserted in the dropped section of the file if previously shown on the auditing personnel roster or gain and loss statement while erroneously joined. If the individual was not actually transferred from the original unit, the auditing analyst will cause the coding analyst for that unit to submit a change dated one day later than the erroneous joining. If an individual was transferred to a different unit within the DPI, the auditing analyst will insure that the accounting card in that unit is dated later than the erroneous joining. If the individual was transferred to a unit outside the DPI, the auditing analyst will forward the accounting card to the cognizant DPI with appropriate explanation to insure that accounting card in that DPI is dated later than the erroneous joining.

(b) The RPAC is removed from the file and hand delivered to the cognizant coding analyst within the DPI. If the individual was transferred to a unit outside the DPI, the auditing analyst will destroy this card.

(2) Deletion of a joining from a unit in another DPI.

(a) The PAC will be coded with a date of change the same as the erroneous joining and the reporting unit code for the unit from which erroneously joined will be entered in the appropriate columns (9-13) of the name field. The auditing analyst will cause this card to be control listed and then ascertain whether the individual should have been or has been joined in another unit within the DPI. He will not release this card for forwarding to HQMC. If an accounting card is in the gain section of the Volunteer Reserve unit file such card will be removed and destroyed. Drop cards of individuals deleted as erroneous joinings will be filed in the dropped section of the file only if previously shown in the auditing personnel roster or gain and loss statement while erroneously joined. If joined by another unit insure that a later date card is submitted. If there is no indication that the individual should have been joined by a unit serviced by the DPI, mail the deletion card to the DPI servicing the unit from which erroneously joined with a letter indicating the circumstances. The other DPI will check its records to determine if the individual was transferred. If not transferred, destroy the card after insuring that the current accounting card contains a later date. If transferred, send the card to the DPI which should have joined him, with appropriate explanation, so the new DPI may insure that he has been joined.

(b) The RPAC is removed from the file and if joined by another unit within the DPI insure that a later date card is processed. If there is no indication that the individual should have been joined by a unit serviced by the DPI, this card is coded with a date of change the same as the erroneous joining and the reporting unit code for the unit from which erroneously joined will be entered in the appropriate column (9-13) of the name field and mailed to the DPI servicing the unit from which erroneously joined with a letter indicating the circumstances.

e. When a source document reports an as of transfer which will cause the transfer accounting cards to contain a date of change earlier than the date in the card previously forwarded to HQMC, the coding analyst will:

(1) Code the transfer on the PAC in the normal manner. In addition, he will obtain an extra copy of this transfer card. The coding analyst will enter on the extra card in the block

for service number the date of the latest card in the system. This card is then forwarded to the Chief Analyst for disposition. If the individual is transferred to a unit under the accounting jurisdiction of the DPI, the Chief Analyst will forward this card to the joining analyst. If the individual is transferred to a unit under the accounting jurisdiction of another DPI, the Chief Analyst will forward the transfer card to the cognizant DPI.

(2) Remove the RPAC from the file. If the individual is transferred to a unit under the accounting jurisdiction of the DPI, he will enter in the coding block for service number the date of the latest card in the system. This card is then hand delivered to the joining analyst. If the individual is transferred to a unit under the accounting jurisdiction of another DPI, he will code the transfer in the normal manner, and enter in the block for service number the date of the latest card in the system. This card is then forwarded to the Chief Analyst for forwarding to the cognizant DPI.

f. When a coding analyst receives a transfer accounting card, it indicates that an individual has or will join one of his units. If this transfer card has a date written in the coding block for service number, this date is the date of the latest card in the system. In the event the date of joining is earlier than the date written on the transfer card, the coding analyst will process the joining or a later date type change dated one day later than the written date.

9. GANG PUNCHING PROCEDURE

a. For changes which affect a group of persons in the unit, the coding analyst may save time and effort by using the gang punch procedure. This is done by selecting the accounting cards of the individuals affected, inserting off-color cards in their places, and after comparison of accounting cards with the document as to standard information, assembling the cards. At the front of the cards is placed a card with type and date of change and new information coded in the proper blocks and labeled at the top "gang punch header." This deck, with a rubber band around it, is included with other coded accounting cards and documents of the work group when delivered to the auditing analyst.

10. CONTROL LISTING

a. The control listing results from a combination listing and tabulating procedure which reflects the gains and losses processed in an account, adjusts the totals contained in the unit batch control card, and lists the information in the new PAC. RPACs are not control listed. The type of change in the accounting cards controls the counters in the accounting machine and has the following effect on the batch control card:

(1) If the digit 1 is punched in the first column of the type of change field in the accounting card the service number in that card will be added to the service number control total in the batch control card. The unit total, and either the officer or enlisted total will be increased by one, depending on the rank code in the accounting card.

(2) If the digit 2 or 9 is punched in the first column of the type of change field in the accounting card, the service number in that card will be subtracted from the service number control total in the batch control card. The unit total, and either the officer or enlisted total will be decreased by one, depending on the rank code in the accounting card.

(3) If the first column of the type of change code contains any digit other than a 1, 2 or 9 it will have no effect on any total in the unit batch control card.

b. The control list shows the following information:

(1) Current batch control card totals.

(2) Listed accounting cards representing changes processed in the unit account for the particular work group.

(3) Totals in the new batch control card which was summary punched during the control listing process.

c. The auditing analyst uses the control list to verify batch card totals and to compare against the strength balances of the unit for the date shown in the new batch card. In addition, the control listing furnishes a means to locate errors in processing which may escape the auditing analyst at the time he audits the coding. It also provides the Chief Analyst the means to review the accuracy of analyst processing.

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AND GAIN AND LOSS STATEMENT

1. Corrections entered on these documents are processed in the same manner as other source documents.

2. The date of change will be the date the document is certified. In order to facilitate research at the DPI, the unit's position of the day of the date of change may be converted to a letter by the addition of a 12 punch. (See paragraph 4207, Chapter 4 for the Converted Day Code.)

PART D: CODING ON THE DOCUMENTS

3300 GENERAL

1. This part consists of instructions for coding on the:

- a. Individual Record Card
- b. Individual Record Card (Reserve)
- c. Personnel Accounting Card (PAC)
- d. Reserve Personnel Accounting Card (RPAC)
- e. Enlistment Contract and Record
- f. Name and Service Number Change Sheet

2. The spacing and sequence in which the data is coded is specified herein. In addition, there are certain basic rules for coding. These rules are explained in the following subparagraph, as follows:

a. Data which is typed on the document in the proper coding space and in the proper form for punching is merely underlined to indicate to the key punch operator that it is to be punched as typed. If only a part of the typed item is to be punched, the letter or numerals not desired are lined out and the remainder is underlined.

b. If an item entered on the document must be converted to a code, print the code in the proper space. The key punch operator is instructed to punch whatever is hand printed in each coding block, commencing in the card column shown at the lower left-hand corner of the block or as indicated by the card column number followed by the coding, e.g., 31/E5.

c. If a block on an IRC is a blank or has unknown entered in it and an entry is normally required in that block, code dashes to indicate unknown. Enter the same number of dashes as there are columns in the field, e.g., - - or 2, 2.

d. If a zero is entered in a block to indicate none, slash the zero (e.g., 0) if the punching field is only one column. If the punching field is more than one column, enter the numeral for the number of columns and circle it, e.g., ②, ③, to indicate two or three zeroes to be punched.

e. If a punching field for numeric data is composed of more columns than that required for the data to be entered, the numerals for entry in this field will be preceded by the number of zeroes or dashes, as appropriate, required to complete the field.

f. If a punching field for alphabetic information is composed of more columns than that required for the data to be entered, the alphabetic characters for entry in this field will be either preceded or followed by dashes, as appropriate, required to complete the field.

g. When coding on a punched accounting card and it is desired to delete an item of information, enter the number of zeroes equal to the columns in the field if known to be none, or similar number of dashes if the information is unknown. The key punch operator will punch as many zeroes as there are entered, or if dashes have been entered, he will space as many columns as there are dashes. Consequently, it is very important that the correct number of zeroes or dashes be entered in the specific coding block to ensure correct key punching.

h. Coding must be legible.

3310 INDIVIDUAL RECORD CARD CODING

1. GENERAL - There are two (2) individual record card formats in use within the Reserve Establishment, i. e. ,

Individual Record Card (NAVMC 976-PD) and (NAVMC 976a-PD)

Individual Record Card (Reserve) (NAVMC 10421-PD) and (NAVMC 10421a-PD)

2. Organized Reserve reporting units extract data from service record books and officer qualification records and enter such data on individual record card form (NAVMC 976-PD) and individual record card (Reserve) form (NAVMC 10421-PD), which consist of an original and manifold copy, in the manner prescribed in Chapter 6, PRAM. The manifold copy of each completed form is submitted to the DPI for use as a source document in the punching of accounting cards. The original is retained by the reporting unit.

3. Volunteer Reserve reporting units submit service record books and officer qualification records to the Records Coding Analyst of the DPI. The Records Coding Analyst extracts data from the records and enters such data on individual record card form (NAVMC 976a-PD) and individual record card (Reserve) form (NAVMC 10421a-PD), which consist of an original only, in code form. The completed original of each form is used as a source document in the punching of accounting cards.

4. Since the Records Coding Analyst for Volunteer Reserve reporting units is required to make entries, in code form, on blank individual record cards, as opposed to the Reporting Unit Coding Analyst for Organized Reserve reporting units being required to code completed individual record cards, the technique used by each analyst will differ.

5. Coding instructions for each of these individual record cards is contained below. These instructions conform to the coding of completed IRCs submitted by the reporting unit. In completing blank IRCs, the Records Coding Analyst for Volunteer Reserve reporting units will be guided by these instructions and the provisions of Chapter 6, PRAM for the entry to be made in each block.

6. INDIVIDUAL RECORD CARD (NAVMC 976-PD) and (NAVMC 976a-PD) - This form is used as the source document in the punching of the Personnel Accounting Card (Active and Inactive Establishment) and is coded as follows:

<u>BLOCK</u>	<u>CODING INSTRUCTIONS</u>
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NAME	LAST NAME - Underline the first 13 letters, and draw one line through the portion that is over 13 letters. If less than 13 letters underline entire last name. Join prefixes to the main part of the name, e. g. , O' LEARY, MC DAVITT and VAN CAMP would become OLEARY, MCDAVITT and VANCAMP. Multiple last names will be joined together, e. g. , GONZALES-LOPEZ would become GONZALESLOPEZ. Line out "Jr, " "Sr, " "II, " "III" and similar words or abbreviations.
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FIRST NAME - Enter the first letter in the block for card column 14.

MIDDLE NAME - Enter the first letter in the block for card column 15.

SERVICE NUMBER	If the number is 7 digits underline entire number. If 6 digits precede number with a dash. For women officers precede number with a "W." For enlisted women line out the "W," and precede the number with a dash.
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1	DISPOSITION - Enter the type of change (2 columns), date of change (2 column day, 2 column month, and last digit of year). On loss and gain entries the date of change is the date of occurrence. On other type entries the date
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BLOCKCODING INSTRUCTIONS

of change is the date of the diary (Organized Reserve) or the date of processing (Volunteer Reserve).

- 2 DATE JOINED UNIT - No coding necessary.
- 3 RANK IN WHICH SERVING - Enter code for the rank in which serving.
- 4 DATE OF RANK - Enter alphameric month and last 2 digits of year for the date of rank. For privates enter 3 zeroes.
- 5 PRIMARY MOS - Underline primary MOS (For personnel of other services underline primary MOS equivalent).
- 6 ADDITIONAL MOS - Transcribe additional MOS into block 10. If more than one additional MOS is shown, transcribe the uppermost additional MOS into block 10.
- 7 COMPONENT/CLASS/RESERVE STATUS - Underline the code shown.
- 8 CONTRACT/DUTY LIMITATION - Enter the code for the limitation shown.
- 9 RACE - Enter the RACE/SEX code in the block for card column 16.
- 10 Organized Reserve - Additional MOS from block 6 is coded in this block. If none, code four (4) zeroes.

Volunteer Reserve - Additional MOS from page 8 of the service record book and page 7 in the officer's qualification record is coded in this block. If the individual has two additional MOSs, the "first" additional MOS is coded in this block. If none, code four (4) zeroes.
- 11 EXPIRATION OF OBLIGATED SERVICE - Enter the alphameric month code and last digit of the year for the date shown. For Reserve officers not obligated code two (2) zeroes.
- 12 PAY ENTRY BASE DATE - Enter the alphameric month code and last two digits of the year for the date shown.
- 13 DATE OF BIRTH - Underline the last 2 digits of the year shown and line out day and month.
- 14 PULHES - (Enlisted) - If two letters are shown, line out the first letter, and underline the 2nd. If a single letter is shown underline it. If a numeric code is shown enter appropriate code.

PHYSICAL CATEGORY - (Officers) - Enter the appropriate code.
- 15 TOUR DATE - Code two (2) zeroes.
- 16 OBLIGOR DESIGNATION - Enter the appropriate code.
- 17 SPECIAL DESIGNATION - Enter the appropriate code.
- 18 DEPENDENTS - Enter the appropriate code.

BLOCK

CODING INSTRUCTIONS

- 19 DEPENDENTS LOCATION - Organized Reserve - Enter the code for the state as shown in the booklet entitled "Numerical Code for States, Counties and Cities of the United States." If a location other than a state is reported enter the code as shown in Chapter 4. If no dependents, code two (2) zeroes.
- DEPENDENTS LOCATION - Volunteer Reserve - In lieu of Dependents Location code, enter code "XX" (alpha) for reservists (incl FMCR) for whom a valid mailing address is not known; or code "ZZ" for reservists (incl FMCR) residing outside the U. S. (code "ZZ" applies to 5th MCRRD and MARTCOM only; for all other reservists code two (2) zeroes.
- 20 DATE ARR/DEP U. S. - Code three (3) zeroes.
- 21 SERVICE SCHOOLS COMPLETED - No coding necessary.
- 22 CIVILIAN EDUCATION - Enter the code for the level and major subject shown. If IRC is incomplete convert 1st digit to an alphabetic character by use of an X punch, e.g., code 112 becomes J12.
- 23 CIVILIAN OCCUPATION - Underline the first three digits of the civilian occupation code number and line out other digits.
- 24 LANGUAGE QUALIFICATION - Enter the code for the Foreign Language in which the individual has been tested and found proficient. If the marine has not been tested, enter the language in which he has the highest ability. In the event two foreign languages are shown with the same ability, enter the code for the first one shown. For individuals assigned critical language MOSS (as additional MOSS) code as follows:
- a. Both additional MOSSs shown in block 6 are critical language MOSSs - code language qualification indicated by the additional MOS which was not transcribed into block 10.
 - b. The uppermost additional MOS entered in block 6 only is a critical language MOS and proficiency in another critical language is shown in this block. Code language qualification shown in this block.
 - c. The lower additional MOS entered in block 6 only is a critical language MOS - Code language qualification indicated by the lower additional MOS.
 - d. Upper or lower additional MOS shown in block 6 is a critical language MOS and proficiency in another language is not shown in this block - code language qualification indicated by the critical language additional MOS.
- 25 TEST SCORES (GC Only) - Underline the score if it is 99 or less - If it is 100 or more enter the code for the score. If unclassified, code two (2) zeroes.
- 26 PAP LINE TO WHICH CHARGED
- Organized Reserve - Code a zero
- Volunteer Reserve - (Ready and Standby) Enter alphameric month code for anniversary month. The month in which the anniversary year expires is entered in this block to provide information as to when a Reserve Retirement Credit report is due.
- Volunteer Reserve - (Inactive Status List and Fleet Reservists) Code a zero.

BLOCKCODING INSTRUCTIONS

27

TRAINING DESIGNATOR - Organized Reserve - Underline the code.

TRAINING DESIGNATOR/PROMOTION QUALIFIER - Volunteer Reserve -
Enter the appropriate code.

UNIT

Underline the reporting unit code.

7. SKELETON INDIVIDUAL RECORD CARD (NAVMC 976-PD) and (NAVMC 976a-PD) - A skeleton IRC will not be used to establish an individual in an account upon joining from another unit serviced by the same DPI if complete information is carried in the Personnel Accounting System. A skeleton IRC may be used on other joinings only when it is determined that no means is available to establish the individual in the account with complete information. In such cases, the reporting unit will be requested to submit a completed IRC or SRB/OQR. Listed below is the minimum information necessary for the completion of a skeleton IRC:

Name - Service Number - Blocks 1, 3, 5, 7 - Reporting Unit Code

Such other information as can be determined from the information available will be inserted on the skeleton IRC. Whenever a skeleton IRC is coded a numeric X (11 punch) will be coded for punching in card column 64, which indicates a skeleton accounting card.

8. INDIVIDUAL RECORD CARD (RESERVE) (NAVMC 10421-PD) and (NAVMC 10421a-PD). This form is used as the source document in the punching of the RESERVE PERSONNEL ACCOUNTING CARD (Inactive) and is coded as follows:

BLOCKCODING INSTRUCTIONS

NAME

See paragraph 3310.6

SERVICE NUMBER

See paragraph 3310.6

1

DISPOSITION - Enter the type of change (2 columns), date of change (2 column day, 2 column month, and last digit of year). See Part B, Chapter 4, for application of type of change code.

2

DATE JOINED UNIT - No coding necessary.

3

RANK IN WHICH SERVING - See paragraph 3310.6

4

CONTROL DATE TOTAL MARINE CORPS SERVICE - This item is entered into the Personnel Accounting System on all inactive reservists. This date is computed in the same manner as pay entry base date except service in other branches of the Armed Forces will not be included. If personnel have no service in other branches the control date total Marine Corps service would be the same as the PEBD.

Enter alphameric month and last 2 digits of year.

5

PRIMARY MOS - See paragraph 3310.6

6

BLANK - No coding necessary

7

COMPONENT/CLASS/RESERVE STATUS - Underline the code inserted.

8

CONTRACT AND DUTY LIMITATION - Enter the code.

BLOCK

CODING INSTRUCTIONS

- 9 DATE COMPLETED LAST ACTIVE DUTY FOR TRAINING - Enter alphameric month and last two digits of year for last active duty for training during current fiscal year. If none, code three (3) zeroes. If unknown, code three (3) dashes.
- 10 NUMBER OF DAYS OF ACTIVE DUTY FOR TRAINING - Enter the total number of days of active duty for training completed during current fiscal year. If none, code two (2) zeroes. If unknown, code two (2) dashes.
- 11 EXPIRATION OF OBLIGATED SERVICE - See paragraph 3310.6
- 12 BLANK - No coding necessary
- 13 BLANK - Organized Reserve - Code two zeroes.
- Volunteer Reserve:
- (a) Ready - Enter Mobilization Assignment code as contained in the ResMobSOP. The code is composed of two columns. The first column indicates the Reserve District (See Chapter 4 - Reserve District codes for mobilization assignment).
- (b) Standby (incl FMCR) - Code two (2) zeroes.
- (c) Ready and Standby (incl FMCR) - If mailing address is not known, in lieu of Mobilization Assignment data or two (2) zeroes, code "XX" (alpha); or code "ZZ" for reservists (incl FMCR) residing outside the U. S.
- 14 DATE LAST PHYSICAL EXAMINATION - The date (alphameric month and last two digits of year) on which a reservist not on active duty was last given a physical examination will be inserted in this block. This information is to be used by reserve activities in scheduling personnel for required physical examinations.
- 15 DATE LAST ANNUAL CERTIFICATE OF PHYSICAL CONDITION - The date (alphameric month and last two digits of year) on which the annual certificate of physical condition was submitted will be inserted in this block.
- 16 READY RESERVE SERVICE SATISFACTORY OR ACTION TAKEN AS A RESULT OF UNSATISFACTORY SERVICE - Enter the code.
- 17 SPECIAL DESIGNATION - Enter the code.
- 18 TOTAL MONTHS ACTIVE DUTY - Enter the number of months active duty, all branches of U.S. Armed Forces. This includes active duty for training in excess of thirty days in any branch of the Armed Forces. Do not include periods of active duty for training which are 30 days or less, active duty without pay or periods of repeated training duty. Separate periods of active duty for training which are 30 days or less will not be accumulated. If none, enter three (3) zeroes. If unknown, enter three (3) dashes. See Chapter 6, PRAM.
- 19 REASON FOR RELEASE FROM ACTIVE DUTY - Code designator described in subparagraph 3023.6 (Item 11c) PRAM in this block. If none, code three (3) zeroes. If unknown, code 3 dashes. Detailed instructions are contained Chapter 6, PRAM.

BLOCKCODING INSTRUCTIONS

- 20 DATE READY RESERVE SERVICE EXPIRES - Enter alphameric month and 2 digits of year for date of expiration of Ready Reserve service. If none, code three (3) zeroes. If unknown, code three (3) dashes.
- 21 BLANK - Organized Reserve - Code a zero.
Volunteer Reserve - Code a zero.
- 22 RECALL PRIORITY - For Ready Reservists enter Ø. For Standby Reservists enter mobilization availability code. For Fleet Marine Corps Reservists enter a zero.
- 23 DATE SCREENED - For Ready Reservists and Standby Reservists (with obligated Ready Reserve Service remaining) enter date of screening (alphameric month and last 2 digits of year). For Standby Reservists (without obligated Ready Reserve Service remaining) and Fleet Marine Corps Reservists enter three (3) zeroes.
- 24 BLANK - Organized Reserve - Code a zero.
Volunteer Reserve - REASON SCREENED - For Ready Reservists enter the appropriate code. For Standby Reservists enter code for reason of last screening. For Fleet Marine Corps Reservists enter a zero.
- 25 BLANK - No coding necessary.
- 26 BLANK - Organized Reserve - Code a zero.
Volunteer Reserve - RESULT OF SCREENING. For Ready Reservists enter the appropriate code. For Standby Reservists enter code which denotes reason for standby status. For Fleet Marine Corps Reservists enter a zero.
- 27 TRAINING CATEGORY AND PAY GROUP - Enter the appropriate code.

UNIT

Underline the reporting unit code.

9. SKELETON INDIVIDUAL RECORD CARD (RESERVE) (NAVMC 10421-PD) (NAVMC 10421a-PD) - A skeleton IRC (Reserve) may be used when it is determined that no means is available to establish the individual in the file with complete information. In such cases, the reporting unit will be notified to submit a complete IRC or SRB/OQR. Listed below is the minimum information necessary for the completion of a skeleton IRC (Reserve):

Name
Service Number
Blocks 1, 3, 5, 7
Reporting unit code

Such other information as can be determined from the information available will be inserted on the skeleton IRC (Reserve). Denote incomplete (skeleton) card by converting the first digit of reporting unit code to an alphabetic character by the use of a numeric X punch, e.g., reporting unit 87323 would be coded as Q7323.

3320 CODING ON THE PERSONNEL ACCOUNTING CARD (Active and Inactive Establishment)

1. When coding on an accounting card, the coding analyst will determine the type of change code, date of change and other information to be coded and enter it in the blocks provided.

Certain types of change may not be concealed by being combined with and coded under another type. This is explained in the type of change codes in Chapter 4.

2. The coding blocks on the accounting card are used in the same manner as blocks on the IRC but the sequence is not the same. Therefore, the instructions for coding each item of information which are set forth for the IRC apply generally to the coding of the accounting card and will not be repeated in detail in this paragraph. Certain variations, due to different arrangement of coding blocks, are specified below. When the phrase appropriate block is used in the following instructions, it means the block bearing the title of the information in question.

a. When a change to either primary or additional MOS is reported, the source document will show a resume of MOSs which the coding analyst compares against those in the individual's card and enters the new MOS(s) in the appropriate block(s).

b. Coding transfer and assignment to active duty - In the field entitled Transfer, code data as indicated below:

<u>Block</u>	<u>Information</u>
New DPI	Code of DPI accounting for the unit that will next join the individual, followed by a dash.
EDA	Code a dash
New RU Code	Enter the reporting unit code of the unit that will next join the individual.

c. Coding separations - In the field entitled Separation/Release from Active Duty, code data as indicated below:

<u>Block</u>	<u>Information</u>
New DPI	No coding necessary
RU Code	No coding necessary
UL	Code two (2) zeroes.
Separation code	Enter the separation code

d. Coding joinings - In the field entitled Name, code data as indicated below:

<u>Block</u>	<u>Information</u>
Last Name	To restore last name which was displaced by transfer data, enter a numeral 6 followed by a diagonal symbol(6/) and print letters or dashes as appropriate to complete 13-column last name field.

3330 CODING ON THE RESERVE PERSONNEL ACCOUNTING CARD (Inactive)

1. When coding on the Reserve Personnel Accounting Card (Inactive), the coding analyst will determine the type of change code (See paragraph 4105), date of change and other information to be coded and enter it in the blocks provided. Since this card is maintained in the Reserve Establishment DPIs only, and duplicates of this card are not forwarded to HQMC, the provisions governing the entry of significant types of change into the Personnel Accounting System do not apply to this card. The coding blocks on the accounting card are used in the same manner as blocks on the IRC (Reserve) but the sequence is not the same. Therefore, the instructions for coding each item of information which are set forth for the IRC (Reserve) apply generally to the coding of the accounting card and will not be repeated in detail in this paragraph.

2. In principle, the instructions for coding on this card are the same as those which apply to the Personnel Accounting Card (Active and Inactive Establishment) with the following exceptions:

a. Coding losses:

The only losses required to be coded on this card are transfers between Reserve Establishment reporting units serviced by different DPIs. Transfers of this type are coded in the same manner as specified for the Personnel Accounting Card (Active and Inactive Establishment), including the coding of that information in the name field required on a transfer type of change.

(1) In the case of transfers between reporting units within the same DPI, the uncoded Reserve Personnel Accounting Card (Inactive) is forwarded to the analyst servicing the reporting unit to which transferred.

(2) In the case of assignment to active duty, this card is destroyed.

(3) In the case of separation, not followed by immediate reentry, this card is destroyed.

(4) In the case of separation, followed by immediate reentry, this card is coded to change the items of information affected by the reentry.

b. Coding all other types of change:

All changes to this file, other than the losses enumerated in paragraph 3330.2a above, are processed under a 00 type of change, with date of change to be the date of the source document from which the change was extracted.

c. Incomplete cards are designated by converting the first digit of reporting unit code to an alphabetic character by the use of a numeric X punch, e.g., reporting unit 87323 would be coded Q7323.

3340 CODING OF ENLISTMENT CONTRACT AND RECORD

1. The content of the static card is obtained from the information shown on the Enlistment Contract and Record.

2. The Enlistment Contract and Record is coded as follows:

a. NAME - ITEM 1: Underline the name. A name consisting of over 26 letters is reduced to 26 by lining out the excess letters. Double last names or last names with prefixes such as GONZALES-LOPES, "O", "M", "MAC", "LA" and "VAN" are combined to make one word (e.g., GONZALESLOPES or MACTAVISH). Designations such as "Jr", "Sr", "II" and "III" are recorded in the name field if there are available card columns. Roman numerals are changed to Arabic numerals: e.g., III change to 3. A name exceeding 26 letters would be coded as follows:

HENDRICKSON Franklin Clarence-~~III~~

(1) If the name is entered on the contract in an incorrect sequence (e.g., John William SMITH Jr instead of SMITH John William Jr), the analyst will place the name in correct sequence. When such is done, a note "Carried in PAS _____" should be entered neatly in red pencil or stamped below the phrase "Enlistment Contract and Record".

b. RACE - ITEM 2: Enter the race/sex code in this box.

c. SERVICE NUMBER - ITEM 3: Underline the service number. This is an eight column field. A service number with less than eight digits will be preceded by dashes. For women, line out the "W" and insert two dashes before the service number and then underline the service number.

d. COMPONENT - ITEM 4: Enter the Component/Class/Reserve Status Code.

e. DATE OF BIRTH - ITEM 5: Enter day (preceded by a zero if 1st to 9th), alphameric month code and last two digits of the year.

f. PLACE OF BIRTH - ITEM 6: Enter the numeric code for the State/foreign country obtained from the manual of "Numerical Codes for States, Counties, and Cities of the United States" or Location (outside Continental U.S.) code in this manual.

g. HOME OF RECORD AT TIME OF ENLISTMENT - ITEM 10: Enter the numeric code for County and State obtained from the manual of "Numerical Codes for States, Counties, and Cities of the United States" or Location (Outside Continental U.S.) codes in this manual.

h. PLACE OF ENLISTMENT - ITEM 11: Enter the numeric code for the State obtained from the manual of "Numeric Codes for States, Counties, and Cities of the United States", or Location (Outside Continental U.S.) codes in this manual.

i. EFFECTIVE DATE OF ENLISTMENT - ITEM 12: Enter the day (preceded by a zero if 1st to 9th), alphameric month code and last two digits of the year.

j. TERM OF ENLISTMENT - Enter the number of years for which enlisted from item 26 in lower margin of the contract and to the extreme left. If for an Indefinite period enter the letter "I".

k. SOURCE OF ENTRY - ITEMS 14 through 20: This is determined by the content of the enlistment contract as taken from boxes 14 through 20 and, in the case of previous service, the notation on the back of the contract which indicates the date of last separation from active duty and the individual's component at that time. (See paragraph 4201).

l. CONTRACT LIMITATION - ITEM 13: Enter the contract limitation code, if any, to the right of the preceding code. Enter a zero if no limitation is shown.

m. RANK TO WHICH INITIALLY APPOINTED OR REAPPOINTED - ITEM 21: Enter the rank code to the right of the preceding code.

n. BLANK: Columns 64-80 are blank in the static card. As assistance to the key punch operator, enter seventeen (17) dashes (e.g., 17) to the right of the preceding code.

3350 CODING THE NAME AND SERVICE NUMBER CHANGE CODING SHEET

1. In Part C, the coding required on the accounting card for name or service number changes is explained and produces a corrected accounting card for the PERSONNEL ACCOUNTING CARD (Active and Inactive Establishment) file and the RESERVE PERSONNEL ACCOUNTING CARD (Inactive) file. However, since these corrected accounting cards will not match the incorrect card which exists in the files for the individual, another card must be prepared to act as a pull card for extracting the incorrect data. This pull card is a name and service number change card and is obtained by coding on a name and service number coding sheet (See paragraph 5125 for card content). A change card must be prepared and forwarded for each PERSONNEL ACCOUNTING CARD (Active and Inactive Establishment) which contains a name or service number type of change code.

2. The name and service number change coding sheet is coded as follows:

a. NAME SECTION: Enter the name by which the individual is currently carried in the personnel accounting system.

b. SERVICE NUMBER SECTION: Enter the service number by which the individual is currently carried in the personnel accounting system.

c. TYPE OF CHANGE CODE SECTION: Enter the appropriate type change code.

d. DATE OF DIARY SECTION: Enter the date (2 digits for day, 2 digits for month, and last digit of the year) of the source document reporting the change or correction to the name or service number.

e. CORRECT SERVICE NUMBER SECTION: When coding to effect a service number change or correction, enter the new or correct service number. The service number is entered in the same manner as shown for coding on the IRC. Do not code in this section when coding for a name change or correction.

f. CORRECT NAME SECTION: When coding for a name change or correction, enter the new or correct name. Name is entered in the same manner as shown in IRC coding instructions. Do not code in this section when coding for a service number change or correction.

g. REPORTING UNIT CODE: Enter in this section the reporting unit code of the unit in which the change is processed.

PART E - CLOSING ACCOUNTS FOR AUDITING PERSONNEL ROSTER OR GAIN AND LOSS STATEMENT PREPARATION

3400 ORGANIZED RESERVE CLOSE OUT

1. At the end of each month Organized Reserve reporting units submit a diary for the last day of the month regardless of whether changes are to be reported. This diary is used to process the files of the unit to the end of the month and serves to signify that the reporting unit has completed its reporting for the month. The coding analyst should examine his check off sheet to ensure that all diaries have been received including the cut off diary. He should check the file to ensure that all pending changes have been processed with the exception of joinings that will occur in a following month (e.g., re-entry after separation, or reporting after transfer from another unit). After the diaries of the reporting unit have been processed to the end of the month or when directed by the Chief Analyst, the coding analyst releases his files to the EAM Operations Unit for zero balancing. After the unit has been balanced and the APR has been prepared, the coding analyst screens the APR for obvious error, releases the APR for forwarding to the unit for audit and then commences processing the diaries for the current month. For months when APRs are not to be prepared, after the unit has been balanced it is returned to the coding analyst who then commences the processing of diaries for the current month.

3410 MISSING DIARIES AT CLOSE OUT

1. Although undesirable, experience indicates that occasions will arise when it is necessary to close out an Organized Reserve unit for preparation of an APR without a cut off diary or with diaries for the month missing. The authority to close out a unit in such cases is vested in the Data Processing Officer. When such action is taken the roster must bear date of the latest diary received for the month and/or that specific diaries are missing.

3420 VOLUNTEER RESERVE CLOSE OUT

1. At the end of each month the Chief Analyst will ensure that all changes for the month have been processed into the analyst files. The coding analyst will check the file to ensure that all pending changes have been processed with the exception of joinings that will occur in a following month (e.g., re-entry after separation, or reporting after transfer from another reporting unit). After the reporting units have been processed to the end of the month or when directed by the Chief Analyst, the coding analyst releases his files to the EAM Operations Unit for zero balancing. For schedule of APR and Gain and Loss Statement preparation, see paragraph 2410. After APR or Gain and Loss Statement preparation, the coding analyst screens the APR or Gain and Loss Statement for obvious error, releases the screened report for forwarding to the administrative unit for audit and then commences processing source documents for the current month.

3430 EARLY CLOSE OUT OF VOLUNTEER RESERVE UNITS

1. Although undesirable, the occasion may arise due to an excessive workload when it is necessary to close out a Volunteer Reserve reporting unit for APR or Gain and Loss Statement preparation prior to the processing of all changes for the month. The authority to close out a unit in such cases is vested in the Data Processing Officer. When such action is taken the roster must bear the date of latest processing; i.e., the date punched in the batch control card.

3440 SCHEDULING FOR PREPARATION OF APRs and GAIN AND LOSS STATEMENTS

1. Local conditions will determine the day of the month by which the APRs and Gain and Loss Statements should be scheduled for preparation.

CHAPTER 4: PERSONNEL ACCOUNTING CODES

PART A: GENERAL

4000 REASON FOR CODES

PART B: EXPLANATION OF TYPE OF CHANGE CODE

4100 PURPOSE OF TYPE OF CHANGE

4105 APPLICATION OF TYPE OF CHANGE CODE

4110 SIGNIFICANCE OF THE FIRST CHARACTER OF THE TYPE CHANGE CODE

PART C: CODES

4200 TYPE OF CHANGE CODES

4201 ENLISTED ACCESSION SOURCE CODE

4202 CIVILIAN EDUCATION (LEVEL)

4203 CIVILIAN EDUCATION (MAJOR SUBJECT)

4204 CIVILIAN OCCUPATION

4205 COMPONENT, CLASS AND RESERVE STATUS CODES

4206 CONTRACT AND DUTY LIMITATION

4207 CONVERTED DAY CODE

4208 DEPENDENTS

4209 DPI IDENTIFICATION

4210 GENERAL CLASSIFICATION TEST CODE

4211 LANGUAGE QUALIFICATION

4212 LOCATION (STATES AND COUNTIES)

4213 LOCATION (OUTSIDE CONTINENTAL U.S.)

4214 MONTH CODE

4215 MOBILIZATION ASSIGNMENT CODE

4216 OBLIGOR DESIGNATOR CODE

4217 PHYSICAL CATEGORY (OFFICERS)

4218 PULHES (ENLISTED)

4219 RACE/SEX

4220 RANK (NAVAL PERSONNEL)

4221	RANK (USMC PERSONNEL)
4222	READY RESERVE SERVICE SATISFACTORY OR ACTION TAKEN AS A RESULT OF UNSATISFACTORY SERVICE
4223	REASON FOR RELEASE FROM ACTIVE DUTY
4224	REASON SCREENED
4225	RESULT OF SCREENING
4226	MOBILIZATION AVAILABILITY CODES
4227	SPECIAL DESIGNATION
4228	TRAINING CATEGORIES AND PAY GROUPS
4229	TRAINING DESIGNATOR (Organized Reserve <u>ONLY</u>)
4230	TRAINING DESIGNATOR/PROMOTION QUALIFIER (Volunteer Reserve <u>ONLY</u>)
4231	YEAR CODE
4232	SEPARATION CODE

CHAPTER 4

PERSONNEL ACCOUNTING CODES

PART A: GENERAL

4000 REASON FOR CODES

1. The principle of coding is used in the Personnel Accounting System to classify and account for certain facts pertaining to personnel. These facts are recorded in the form of punched holes in cards or paper tape, or magnetized spots on plastic tape. In any case, coded information lends itself to more efficient data processing operations.
2. Personnel involved in processing information must become familiar with the codes used in Personnel Accounting System, and the significance of the information or categories they represent. Otherwise, improper application of the codes or incorrect presentation of information will result.
3. Whenever it becomes apparent that a category exists for which no code has been devised, initiate recommendation to the Commandant of the Marine Corps (Code DGB).

PART B: EXPLANATION OF TYPE OF CHANGE CODE

4100 PURPOSE OF TYPE OF CHANGE

1. Use of a type of change code in the Personnel Accounting System serves to accomplish the following:

a. Identifies actions which occur. The identify of these actions (occurrences - changes) is required to enable the agencies at Headquarters Marine Corps to compile statistics on gains and losses to the Reserve Establishment; number of promotions affected; and other personnel data.

b. Pinpoints the last item processed on each individual.

c. Controls the accounting balance, both in reporting unit accounts and in Marine Corps accounts.

d. Identifies gains and losses in the preparation of Auditing Personnel Rosters and Gain and Loss Statements.

4105 APPLICATION OF TYPE OF CHANGE CODE

1. Personnel Accounting Card (Active and Inactive Establishment)

a. Codes have been established in paragraph 4200 to cover all possible actions which have an effect on the content of this card.

b. All type of change codes are significant. That is, all actions which are entered into the Personnel Accounting System must be identifiable. Combination of actions under a single type of change code is permissible only in those cases where such combination is provided for in the type of change codes, e.g., code "DK - Promotion and Primary MOS Combined."

c. In the event a multiple entry is shown on a source document, the coding analyst must determine what types of change are involved. If there is not a single type of change code to cover the multiple entry, make duplicate of the accounting card. Each action is coded separately. For example:

(1) A promotion and civilian occupation correction are reported on the same individual simultaneously - back date either the promotion (D2-type) or the civilian occupation correction (F7-type) one day prior to the other. Each action is coded separately. The card bearing the latest date of change must include the data, except type and date of change code, which was entered into the personnel accounting system with the earlier date.

(2) A general classification test score and transfer are reported on the same individual simultaneously - back date the GCT (GF-type) one day prior to the transfer (2Ø series) dated with date of occurrence. The transfer card must include the GCT data, except type and date of change code.

2. Reserve Personnel Accounting Card (Inactive)

a. Since this accounting card is to be maintained in the Data Processing Installations serving the Reserve Establishment (without copy being furnished Headquarters Marine Corps), is not to be used in determining accounting balances, and is not to be used in the preparation of Auditing Personnel Rosters and Gain and Loss Statements, there is a limited need for a code to identify changes made to this file.

b. Code 00 has been established in paragraph 4200 to cover all actions which have an effect on the content of this card, with the following exceptions:

(1) In the coding of transfers between Reserve Establishment Data Processing Installations, the appropriate type of transfer change code and transfer data will be entered in this card.

(2) Upon transfer of an individual between reporting units within the same Data Processing Installation, uncoded accounting card will be delivered to the coding analyst next having cognizance over the individual.

(3) Upon separation of an individual from the Reserve Establishment, not followed by reentry into the Reserve Establishment, this card is removed from the file and destroyed.

4110 SIGNIFICANCE OF THE FIRST CHARACTER OF THE TYPE CHANGE CODE

1. The first character of the type change code has the following significance:

1 - JOININGS

2 - TRANSFERS

4 - SERVICE NUMBER/NAME (Accounting Card)

A - ACCESSIONS

D - RANK CHANGES

E - MISCELLANEOUS (Statistical Value)

F - MISCELLANEOUS

G - MISCELLANEOUS

H - MISCELLANEOUS

M - SERVICE NUMBER /NAME (Pull Card)

R - SEPARATIONS

PART C: CODES

4200 TYPE OF CHANGE CODES

<u>Code</u>	<u>Description</u>
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ACCESSIONS:

A1	JOINED BY ENTRY into the RESERVE ESTABLISHMENT (Include appointments accepted, enlistments, and reenlistments other than immediate)
A3	JOINED BY REENTRY appointment as cadet or midshipman terminated and resumed enlisted status
A4	JOINED BY REENTRY immediately after being separated from the Reserve Establishment (enlisted reentering as enlisted following R2 type of change)
A5	REJOINED (reestablished in account) to counteract an erroneous report of discharge or assignment to active duty which was subsequently deleted as non-existent
A8	JOINED BY REENTRY in the Reserve Establishment by acceptance of a permanent appointment or by resuming permanent enlisted status after being separated from officer status (Following an R5 type of change)
A9	JOINED from the Regular Establishment (Ordered to inactive duty)

JOININGS (Which are not accessions):

12	JOINED from a reporting unit in the Reserve Establishment (Joining into an Organized Reserve unit from an Organized Reserve unit; or joining into a Volunteer Reserve unit from a Volunteer Reserve unit), <u>not</u> serviced by the DPI.
13	JOINED from a reporting unit in the Reserve Establishment (Joining into an Organized Reserve unit from an Organized Reserve unit; or joining into a Volunteer Reserve unit from a Volunteer Reserve unit), serviced by the DPI.
15	REJOINED (reestablished in account) to counteract an erroneous transfer
16	JOINED by an Organized Reserve unit from a Volunteer Reserve unit; or joined by a Volunteer Reserve unit from an Organized Reserve unit.

<u>Code</u>	<u>Description</u>
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TRANSFERS:

22	TRANSFERRED to another reporting unit in the Reserve Establishment (Transferred to an Organized Reserve unit from an Organized Reserve unit; or transferred to a Volunteer Reserve unit from a Volunteer Reserve unit) serviced by the DPI.
2K	TRANSFERRED to another reporting unit in the Reserve Establishment (Transferred to an Organized Reserve unit from an Organized Reserve unit; or transferred to a Volunteer Reserve unit from a Volunteer Reserve unit) <u>not</u> serviced by the DPI.
24	TRANSFERRED to another reporting unit in the Reserve Establishment (Transferred to an Organized Reserve unit from a Volunteer Reserve unit; or transferred to a Volunteer Reserve unit from an Organized Reserve unit) serviced by the DPI.
2M	TRANSFERRED to another reporting unit in the Reserve Establishment (Transferred to an Organized Reserve unit from a Volunteer Reserve unit; or transferred to a Volunteer Reserve unit from an Organized Reserve unit) <u>not</u> serviced by the DPI.
25	TRANSFERRED to another reporting unit in the Reserve Establishment to counteract an erroneous joining (serviced by the DPI)
2N	TRANSFERRED to another reporting unit in the Reserve Establishment to counteract an erroneous joining (<u>not</u> serviced by the DPI)

SEPARATIONS:

R1	*SEPARATION and will not reenter the Reserve Establishment (include death, transferred to retired list, discharges not followed by immediate reentry in the Reserve Establishment)
R2	*SEPARATION and will reenter in the Reserve Establishment (Staying in the same status, enlisted reentering as enlisted)
R5	SEPARATION and will reenter in another status (enlisted to accept permanent appointment or termination of appointment to resume enlisted status)
R7	SEPARATION from the Reserve Establishment (Organized or Volunteer) upon assignment to extended active duty

BATCH CONTROL CARD CORRECTION:

1Ø	To ADD to service number control and strength
2Ø	To SUBTRACT from service number control and strength

*NOTE: Occasionally, a cancelled extension will be forwarded concurrently with a source document reporting the individual as discharged. In this case the EOS change (GA-type) may be combined with the "R" series type of change (See paragraph 3280.2g(4) (b)).

<u>Code</u>	<u>Description</u>
D2	PROMOTION
DK	PROMOTION AND PRIMARY MOS COMBINED
D3	REDUCTION - ADMINISTRATIVE
DC	REDUCTION - DISCIPLINARY
DL	REDUCTION - ADMINISTRATIVE AND PRIMARY MOS COMBINED
DT	REDUCTION - DISCIPLINARY AND PRIMARY MOS COMBINED
D5	RANK AND DATE OF RANK CORRECTION
DE	RANK CORRECTION
DN	DATE OF RANK CORRECTION
E1	COMPONENT/CLASS/RESERVE STATUS
EA	COMPLETE IRC SUBMITTED
EB	REDESIGNATION OF UNIT; used to reestablish a new reporting unit code and date of change
EC	DATE OF CHANGE; used to reestablish a later date of change in all records
EE	EXTENSION OF ENLISTMENT (code when extension is reported executed; when extension is reported effective and EOS date has not been previously adjusted)
F5	CIVILIAN EDUCATION
F7	CIVILIAN OCCUPATION
FE	CONTRACT/DUTY LIMITATION
FG	DATE OF BIRTH
FT	PAY ENTRY BASE DATE
G4	DEPENDENTS/DEPENDENTS LOCATION
GA	EXPIRATION OF OBLIGATED SERVICE Correction
GF	GENERAL CLASSIFICATION TEST Score
GN	LANGUAGE QUALIFICATION
GW	PRIMARY MOS
<u>GX</u>	FIRST ADDITIONAL MOS
H5	ANNIVERSARY MONTH

<u>Code</u>	<u>Description</u>
H9	PULHES/PHYSICAL CATEGORY
HA	RACE/SEX
HM	SPECIAL DESIGNATION
HN	TRAINING DESIGNATOR OR TRAINING DESIGNATOR/PROMOTION QUALIFIER
HT	OBLIGOR STATUS
41	NAME Correction (Use in name correction accounting card only)
42	NAME Change (Use in name change accounting card only)
M1	NAME Correction (Use in name correction pull card only)
M2	NAME Change (Use in name change pull card only)
43	SERVICE NUMBER Correction (Use in service number correction accounting card only)
46	SERVICE NUMBER Change (Use in service number change accounting card only)
M3	SERVICE NUMBER Correction (Use in service number correction pull card only)
M6	SERVICE NUMBER Change (Use in service number change pull card only)

4201 ENLISTED ACCESSION SOURCE CODE

<u>Digit</u>	<u>Code</u>	<u>Definition</u>
	Obligated Not Obligated	TYPE OF THIS CONTRACT, NUMBER OF ENLISTMENT, IF USMC, AND WHETHER UNDER UMT&S OBLIGATION
	(6yr)(8yr)	
First	A - J	1 1st enlistment in USMC
	B - K	2 2nd enlistment in USMC
	C - L	3 3rd enlistment in USMC
	- M	4 4th enlistment in USMC
		5 5th or subsequent enlistment in USMC
	H - Q	8 MC Reserve Enlistment (Active or Inactive)
	I - R	An induction
Second		LAST PERIOD OF MARINE CORPS SERVICE ONLY (Marine Corps or Marine Corps Reserve)
	A	None
	B	USMC
	C	USMCR - Active
	D	USMCR - Inactive (include former regulars & inductees who were transferred to MCR under UMT&S)
	E	USMC - SS
	F	USMC-SS-V
Third		CONTINUITY OF PREVIOUS SERVICE (Marine Corps or Marine Corps Reserve)
	A	No previous service
	B	Reenlistment with no prior active service
	C	Reenlistment within 24 hours after separation from active service
	D	*Reenlistment in less than 91 days after separation from active service
	E	*Reenlistment more than 90 days after separation from active service
Fourth		OTHER BRANCHES PREVIOUS SERVICE (If more than one Branch, code the last)
	A	None
	B	USN or USNR (Active)
	C	USA or AUS (exclude AirCorps)(Active)
	D	USAF or AFUS (include AirCorps of USA&AUS) (Active)
	E	USCG or USCGR (active)
	F	Armed Services of U. S. other than MC or MCR (Inactive)
	G	Armed Services of another nation (active or inactive)

* Excludes active duty for training

4202 CIVILIAN EDUCATION (LEVEL)

1. This code identifies civilian education by the use of three digits as shown below:

a. The first digit indicates:

- 1 - High School (HS 1 to HS 4) and/or grade school (GS 1 to GS 8)
- 2 - Trade, business, specialized, or vocational schools (do not use if college education is shown)
- 3 - College, one year no degree (C 1)
- 4 - College, two years no degree (C 2)
- 5 - College, three years no degree (C 3)
- 6 - College, four or more years no degree (C 4)
- 7 - College, four or more years with basic degree (C 4 B. S.)
- 8 - College graduate with master degree (C__M. A.)
- 9 - College graduate with a doctors degree (C__PhD)

b. The last two digits indicate:

- 01 to 12 - Years of education when preceded by a 1 or J (Skeleton card)
- 00 - No major subject (not used when preceded by a 1 or J (Skeleton card)
- 01 to__ - Major subject code when preceded by a character other than 1 or J
- 99 - Satisfactory completion of GED or other educational equivalency tests on level indicated (e.g. , 199 or 399)

2. When a fraction of a year is shown, code the whole number only (e.g. , HS 3 1/2 is coded as "111" and HS 1/2 is coded as "108")

3. When coding a skeleton card, the first digit (level) is converted to a letter by the addition of a numeric \times punch and is coded as follows.

- | | | |
|-------|----------------------|-------|
| 1 - J | 4 - M | 7 - P |
| 2 - K | 5 - N | 8 - Q |
| 3 - L | 6 - <u>O</u> (alpha) | 9 - R |

4203 CIVILIAN EDUCATION (MAJOR SUBJECT)

1. This code is used in conjunction with the Civilian Education Code (Level) to identify the major subject of the civilian education of an individual.

Accounting	13	Dramatics	27	Engineering Metallurgical	41
Advertising	14	Earth Science	B4	Engineering Mining	42
Aeronautics	15	Economics	28	Engineering Petroleum	43
Agriculture	16	Education	29	Engineering Physics	C8
American Studies	D5	Education Secondary	A3	Engineering Power & Fuel	44
Animal Husbandry	96	Electronics	30	Engineering Radio	45
Anthropology	01	Engineering Aeronautical	31	Engineering Safety	B7
Archaeology	02	Engineering Architectural	B6	Engineering Sanitary	46
Architecture	17	Engineering Agricultural	A4	Engineering Tool	A6
Art	A2	Engineering Basic	A5	Engineering Traffic	47
Arts, Liberal	18	Engineering Chemical	32	English	94
Astronomy	19	Engineering Civil	33	Fine Arts	95
Bacteriology	03	Engineering Communication	34	Foreign Service	C5
Banking and Finance	20	Engineering Electrical	35	Forestry	48
Biology	04	Engineering Geological	36	GED or other education equivalency test, level attained by passing	99
Botany	21	Engineering Hydraulic	37	General Management	D1
Business Administration	22	Engineering Industrial	38	Geography	49
Chemistry	23	Engineering Marine	39	Geology	50
Chiropractic	92	Engineering Mechanical	40	Geophysics	C9
Commerce	24				
Commercial Art	93				
Controllershship	D7				
Cosmetology	25				
Criminology	26				
Dentistry	05				

Glass Technology	A7	Mathematics	64	Printing	79
Government	51	Mechanical Drawing	65	Public Ad- ministration	80
Health	A8	Medicine	07	Public Relations	81
History	52	Meteorology	66	Radio and TV Service	C7
Home Economics	53	Military Science	67	Radiological Technology	82
Horticulture	B8	Mortuary Science	68	Real Estate	C2
Hotel Management	A0	Music	69	Recreation	A9
Humanities	D2	Natural History	70	Restaurant Management	A1
Industrial Arts & Crafts	54	Natural Science	D3	Science	84
Industrial Education	B3	Naval Science	C6	Secretarial Studies	83
Industrial Management	55	Nursing	71	Social Science	97
Industrial Design	B9	Optometry	72	Social Studies	B0
Industrial Relations	B1	Personnel Administration	73	Social Welfare	85
Insurance	B5	Personnel Management	D6	Sociology	86
International Relations	56	Pharmacy	08	Speech	87
Journalism	57	Philosophy	74	Statistics	88
Labor Management	C4	Photography	75	Structures	89
Laboratory Technician	58	Physical Education	76	Textiles	90
Landscape Design	C0	Physical Science	C1	Theology	91
Language	59	Physics	77	Transportation (all means)	98
Law	06	Physiology	09	Veterinary Medicine	11
Library Science	60	Psychology	10	Wildlife Management	D4
Literature	61	Police Administration	B2	Zoology	12
Machine Technology	62	Political Science	78		
Marketing	63	Pre-Law	C3		

4204 CIVILIAN OCCUPATION

1. Use the first three (3) digits of the job title code number as shown in the Dictionary of Occupational Titles (D. O. T.) (1949) published by the U. S. Employment Service.
2. The Dictionary of Occupational Titles is published in two volumes:

Volume I - Definition of Titles

Volume II - Occupational Classification

Required publications should be requisitioned from normal Marine Corps Supply source.
3. The Dictionary of Occupational Titles contains short definitions of a large number of jobs found in civilian business and industry. These definitions have been based extensively on job analysis, and such definition of jobs has been a continuing function of the Department of Labor.

4205 COMPONENT, CLASS AND RESERVE STATUS CODES

<u>COMPONENT:</u>	<u>CLASS:</u>	<u>RESERVE STATUS:</u>	<u>CODE:</u>
Regular:			
USMC			1
USMC-SS			3
USMC-SS-V			4
USMC Retired			2
USMC-SS Retired			7
Fleet Marine Corps Reserve			F
Reserve:			
	Class II (Organized)		
	Ready (not specified below)		A
	6 Mo Training Program - 8 yr enl		H
	6 Mo Training Program - 6 yr enl		K
	6 yr enl (Minimum 2 yr asg to EAD)		J
	Class III (Volunteer)		
	Ready (not specified below)		C
	Standby (not specified below)		D
	Inactive Status List		E
	6 Mo Training Program- 8 yr enl		
	Ready		H
	Standby		I
	6 Mo Training Program- 6 yr enl		
	Ready		K
	Standby		L
	Critically Skilled Program		
	Ready		Q
	Standby		<u>Y</u>
	6 yr enl (Minimum 2 yr asg to EAD)		
	Ready		J
	Standby		S
	Retired Reserve		G
	USMCR Retired		W
Other Services:			
Navy			N
Army			T
Air Force			U
Coast Guard			V
Military Personnel of other countries			R

4206 CONTRACT AND DUTY LIMITATION

<u>Abbreviation</u>	<u>.Code</u>	<u>Description</u>
Blank	-	Unknown
Zero (Ø)	Ø	None
StdDuO	1	Steward Duty Only (enlisted)
StdDuO-NotElCbt	A	Steward Duty Only (enlisted) not eligible for combat
SDO	4	Supply Duty Only Officer
SDO-NotElCbt	D	Supply Duty Only Officer, not eligible for combat
LDO	5	Limited Duty Officer
LDO-NotElCbt	E	Limited Duty Officer, not eligible for combat
TempOff	6	Temporary Officer with permanent status as CWO, WO, or enlisted
TempOff-NotElCbt	F	Temporary Officer with permanent status as CWO, WO, or enlisted, not eligible for combat
NotElCbt	C	Not eligible for Combat - other reasons, such as sole survivor, or such restrictions as may be prescribed by current directives and not otherwise identified.

4207 CONVERTED DAY CODE

1. Use this code for day of change in order to identify changes which were processed as a result of correction on audited APRs and G&L Statements.

<u>DAY</u>	<u>CODES</u>	<u>DAY</u>	<u>CODES</u>	<u>DAY</u>	<u>CODES</u>	<u>DAY</u>	<u>CODES</u>
01	0A	10	1A	20	2A	30	3A
02	0B	11	1A	21	2A	31	3A
03	0C	12	1B	22	2B		
04	0D	13	1C	23	2C		
05	0E	14	1D	24	2D		
06	0F	15	1E	25	2E		
07	0G	16	1F	26	2F		
08	0H	17	1G	27	2G		
09	0I	18	1H	28	2H		
		19	1I	29	2I		

4208 DEPENDENTS

<u>Abbreviation</u>	<u>Code</u>	<u>Description</u>
Blank	-	Unknown
0	Ø	No dependents
W or H	1	Dependent spouse
W1DC	2	Dependent spouse and 1 dependent child
W2DC	3	Dependent spouse and 2 dependent children
W3DC	4	Dependent spouse and 3 dependent children
W4DC	5	Dependent spouse and 4 dependent children
W5DC	6	Dependent spouse and 5 dependent children
W6DC	7	Dependent spouse and 6 dependent children
W7 or more DC	8	Dependent spouse and 7 or more dependent children
1DC	A	1 dependent child (no other dependents)
2DC	B	2 dependent children (no other dependents)
3DC	C	3 dependent children (no other dependents)
4DC	D	4 dependent children (no other dependents)
5 or more DC	E	5 or more dependent children (no other dependents)
1DP	J	1 dependent parent (no other dependents)
1DP1DC	K	1 dependent parent and 1 dependent child
1DP2DC	L	1 dependent parent and 2 dependent children
1DP3DC	M	1 dependent parent and 3 dependent children
1DP4DC	N	1 dependent parent and 4 dependent children
1DP5DC	O	1 dependent parent and 5 dependent children
1DP6 or more DC	P	1 dependent parent and 6 or more dependent children
W1DP	S	Dependent spouse and 1 dependent parent (no other dependents)
W1DP1DC	T	Dependent spouse, 1 dependent parent and 1 dependent child
W1DP2DC	U	Dependent spouse, 1 dependent parent and 2 dependent children
W1DP3DC	V	Dependent spouse, 1 dependent parent and 3 dependent children
W1DP4DC	W	Dependent spouse, 1 dependent parent and 4 dependent children
W1DP5DC	X	Dependent spouse, 1 dependent parent and 5 dependent children
W1DP6DC	Y	Dependent spouse, 1 dependent parent and 6 dependent children
W1DP7 or more DC	Z	Dependent spouse, 1 dependent parent and 7 or more dependent children
W2DP	H	Dependent spouse, 2 dependent parents (no other dependents)
W2DP1DC	I	Dependent spouse, 2 dependent parents and 1 dependent child
	9	Dependents or combination of dependents not covered above

4209 DPI IDENTIFICATION

1. From the table below, the Data Processing Installation can determine the code appropriate for use in the accounting cards on a transfer or assignment to active duty.

<u>DPI NO.</u>	<u>Location</u>	<u>Accounting Cards</u>
2	Camp Lejeune	B
3	Camp Pendleton	C
4	Cherry Point	D
5	El Toro	E
6	FMF Pac (also 14th MCRD)	F
7	Quantico	G
8	San Francisco (also 12th MCRD)	H
11	Parris Island	J
15	San Diego	N
17	5th MCRRD	P
18	9th MCRRD	Q
19	MARTC	R
20	6th MCRRD	<u>O</u> (Alpha)
21	1st MCRRD	A
22	8th MCRRD	K
24	4th MCRRD	M
25	(Mobile) Provisional	<u>X</u> (Alpha)

4210 GENERAL CLASSIFICATION TEST CODE

1. Two columns of the accounting card have been allotted to record the actual test score. Therefore, a score consisting of:

a. Two digits - the actual score is entered; e.g., 89 is coded 89.

b. Three digits - combine the first two digits by use of a zone punch and carry over the third digit.

100 - ¥Ø

111 - A1

123 - B3

130 - CØ

145 - D5

157 - E7

163 - F3

2. When the ¥ punch is interpreted on the accounting card for scores of 100 through 109 the score will appear: -0, -1, -2, -9.

3. If the individual is unclassified, code ØØ will be entered in this field.

4211 LANGUAGE QUALIFICATION

1. This code identifies the language an individual speaks and/or reads other than English.
2. The codes listed in column 1 will be used to indicate the language an individual professes to speak and/or read.
3. The codes listed in column 2 will be used to indicate the language when an individual has been administered the Language Proficiency Test (LPT) and obtained a rating of fluent or fair.
4. Column 2 indicates only those languages for which proficiency test is presently authorized.

<u>LANGUAGE</u>	<u>COLUMN NO. 1</u>	<u>COLUMN NO. 2</u>	<u>LANGUAGE</u>	<u>COLUMN NO. 1</u>	<u>COLUMN NO. 2</u>
NONE (O)	00		CHINESE-CANTONESE	18	J8
BLANK	--		CATALONIAN	19	
AFRIKANS	01		CAUCASIAN	20	
ALBANIAN	02	JB	CHINESE	21	K1
AMHARIC	03		CIRCASSIAN	22	
ANNAMESE	04		CREOLE	2B	
ARABIC	05	JE	CROATIAN	2C	
ARMENIAN	06		CZECH	23	K3
ALSATIAN	07		DALMATIAN	24	
BANTU	08		DANISH	25	K5
BASQUE	09		DRAVIDIAN	26	
BELGIAN	0A		DUTCH	27	
BENGALI	10		ESKIMO	28	
BERBER	11		ESTONIAN	29	
BISAYAN	12		ETHIOPIAN	30	
BOHEMIAN	13		FINNISH	31	
BULGARIAN	14	J4	FLEMISH	32	
BURMESE	15		FRENCH	33	L3
BUSHMAN	16		GAE LIC	3C	
CANARESE	17		GALICIAN-PORTUGUESE	34	

<u>LANGUAGE</u>	<u>COLUMN NO. 1</u>	<u>COLUMN NO. 2</u>	<u>LANGUAGE</u>	<u>COLUMN NO. 1</u>	<u>COLUMN NO. 2</u>
GEORGIC	35		MON-KHMER	62	
GERMAN	36	L6	MONGAL	63	
GREEK, Modern	37	L7	MOROCCAN	64	
HEBREW (Israel)	38		MUNDU	65	
HEBREW	39		NAVAJO	6E	
HINDUSTANI	40		NORWEGIAN	66	<u>O6</u>
HUNGARIAN	41	M1	NUBIAN	67	
ICELANDIC	42		OSSETTE	68	
ILICANO	43		PANJABI	69	
INDONESIAN	44		PAPUAN	70	
ITALIAN	45		PERSIAN	71	P1
JAPANESE	46	M6	POLISH	72	P2
JAVANESE	47		POLYNESIAN	73	
KOREAN	48	M8	PORTUGUESE	74	P4
KUO-UY	49		PUSHTU	75	
KURDISH	50		RUMANIAN	76	P6
KUSHITIC	51		RUSSIAN	77	P7
LADINO	52		SAMOAN	78	
LAPP	53		SERBIAN	79	
LATIN	54		SERBO-CROTIAN	80	Q0
LATVIAN	55		SIAMESE (THAI)	81	
LITHUANIAN	56	N6	SINGHALESE	82	
MALAY	57		SLOVAK	83	Q3
MANCHU	58		SLOVENIAN	84	
MELANESIAN	59		SPANISH	85	Q5
MICRONESIAN	60		SUDANESE -GUINEAN	86	
MIN	61				

<u>LANGUAGE</u>	<u>COLUMN NO. 1</u>	<u>COLUMN NO. 2</u>
SWEDISH	87	Q7
TAGALOG	88	
TAMIL	89	
TELUGU	90	
TIBETAN	91	
TURKOMAN	92	
TURKISH	93	R3
UKRANIAN	94	
URDI (HINDUSTANI)	95	
WENDISH	96	
WHITE RUSSIAN	97	
YIDDISH	98	
OTHER	99	

4212 LOCATION (STATES AND COUNTIES)

1. Use the Numerical Code for States and Counties, of the United States as published (1952) by the International Business Machines Corporation. Copies may be requisitioned from CMC (Code ABA-3). When a location outside continental U. S. is shown, use code in paragraph 4213.

2. The location is coded in either two or five card columns on the accounting or static card. To code the location, first determine if the location is a county, if so, use the county code followed by the state code. Where only two card columns are provided use the state code, or Location (Outside Continental U. S.) code as appropriate.

4213 LOCATION (OUTSIDE CONTINENTAL U. S.)

1. Use this code in the "state" field when an outside continental U. S. location is shown.

<u>LOCATION</u>	<u>CODE</u>	<u>LOCATION</u>	<u>CODE</u>
Aden	A1	Egypt	E7
Afghanistan	A2	El Salvador	E8
Alaska	50	England	Q9
Algeria	A3	Eritrea	E9
Angola	A4	Ethiopia	F1
Anguilla	C5	Finland	F4
Antarctic Region	A5	Formosa (Taiwan)	P8
Argentina	A6	France	F5
Aruba	M1	French Cameroons	F6
Ascension Island	A7	French West Indies	F7
Australia	A8	French West Africa	F8
Austria	A9	Germany	G2
Azores	B2	Ghana	G3
Bahamas	B4	Great Britain	Q9
Bahrein Island	B5	Greece	G4
Barbados	C5	Greenland	G5
Barbuda	C5	Grenada	C5
Belgium	B6	Guadeloupe	F7
Belgian Congo	B7	Guam	52
Bermuda	B8	Guatemala	G6
Bolivia	B9	Haiti	G9
Bonaire	M1	Hawaii	53
Bonin Islands	C1	Honduras	H1
Brazil	C2	Hong Kong	H2
British Guiana	C3	Hungary	H3
British Honduras	C4	Iceland	H6
British West Indies Federation	C5	India	H7
Burma, Union of	C6	Indonesia	H8
Cambodia	C9	Iran	H9
Canal Zone	51	Iraq	I 2
Canada	D1	Ireland, Republic of (Eire)	I 3
Ceylon	D2	Israel	I 4
Chile	D3	Italy	I 5
China (Mainland)	D9	Ivory Coast	I 6
Colombia	D4	Iwo Jima	R6
Costa Rica	D5	Jamaica	C5
Cuba	D6	Japan	I 9
Curacao	M1	Jerusalem	J 1
Cyprus	D7	Jordan	J 2
Czechoslovakia	D8	Kenya	J 5
Denmark	E2	Korea	J 6
Dominican Republic	E3	Kuwait	J7
Ecuador	E6		

<u>LOCATION</u>	<u>CODE</u>	<u>LOCATION</u>	<u>CODE</u>
Laos	K1	Ryukyus	<u>Q2</u>
Lebanon	K2	Saba	M1
Leeward Islands of Antigua	C5	Saipan	56
Liberia	K3	Samoa	57
Libya (Tripoli)	K4	Saudi Arabia	<u>Q5</u>
Liechtenstein	K5	Scotland	<u>Q9</u>
Luxembourg	K6	Singapore	<u>Q6</u>
Madagascar	K8	Sierra Leone	<u>Q7</u>
Malaya, Federation of	K9	Somaliland, Trust Territory of	<u>Q8</u>
Malta	L1	Sombrero	C5
Martinique	F7	Spain	<u>Q9</u>
Mexico	L2	St. Christopher	C5
Midway Island	54	St. Eustatius	M1
Montserrat	C5	St. Kitts	C5
Morocco	L3	St. Lucia	C5
Mozambique	L4	St. Martin	M1
Nepal	L7	St. Vincent	C5
Netherlands	L8	Sudan	P1
Netherlands Guiana (Surinam)	L9	Surinam (Netherlands Guiana)	L9
Netherlands West Indies	M1	Sweden	P2
Nevis	C5	Switzerland	P3
New Caledonia	M2	Syria	P4
Newfoundland	D1	Taiwan (Formosa)	P8
New Zealand	M3	Tanganyika	P9
Nicaragua	M4	Tangier	L4
Nigeria	M5	Thailand	Q1
Northern Ireland	Q9	Trinidad	C5
Norway	M6	Tunisia	Q2
Okinawa	<u>Q2</u>	Turkey	Q3
Pakistan	M9	Uganda	Q6
Panama, Republic of	N1	Union of South Africa	Q7
Paraguay	N2	Union of Soviet Socialist	
Peru	N3	Republics (Russia)	Q8
Philippines	N4	United Kingdom	Q9
Poland	N5	Uruguay	R1
Portugal	N6	Venezuela	R4
Puerto Rico	55	Viet Nam	R5
Redonda	C5	Virgin Islands	58
Rhodesia and Nyasaland,		Volcano Islands	R6
Federation of	N9	Wales	Q9
Ruanda-Urundi	B7	Windward Islands of Dominica	C5
Rumania	<u>Q1</u>	Yemen	S 1
Russia	Q8	Yugoslavia	S 2

XX (alpha) - Volunteer reservist (incl FMCR) for whom valid mailing address is not known.

ZZ - Volunteer reservist (incl FMCR) residing outside the U. S.

4214 MONTH CODE

<u>MONTH</u>	<u>ALPHAMERIC CODE</u>	<u>NUMERIC CODE</u>
Unknown	-	--
January	1	Ø1
February	2	Ø2
March	3	Ø3
April	4	Ø4
May	5	Ø5
June	6	Ø6
July	7	Ø7
August	8	Ø8
September	9	Ø9
October	⌘ (Numeric 11)	1Ø
November	J	11
December	K	12

4215 MOBILIZATION ASSIGNMENT CODE

1. This code is applicable to Ready Reservists who are not members of Organized Reserve reporting units, or carried on the rolls of the 14th Marine Corps Reserve District.
2. The mobilization assignment code is composed of two columns. The first column indicates the Reserve District in which the reservist resides. The second column indicates the mobilization assignment station to which the reservist is to report in the event of mobilization. Mobilization assignment station codes are classified and may be obtained from the current Reserve Mobilization Standard Operating Procedure Manual.
3. In addition, in lieu of mobilization assignment code this field is used to indicate mailing address unknown, code "XX" (alpha), for all reservists who are not members of Organized Reserve reporting units.

	<u>CODE</u>	
	<u>DISTRICT</u>	<u>STATION</u>
1st Reserve & Recruitment District	1	
4th Reserve & Recruitment District	4	
5th Reserve & Recruitment District	5	
6th Reserve & Recruitment District	6	
8th Reserve & Recruitment District	8	
9th Reserve & Recruitment District	9	
12th Reserve & Recruitment District	B	
<u>All</u> Reservists residing overseas (accounted for by 5th MCRRD and MARTCOM)	Z	Z

4216 OBLIGOR DESIGNATOR CODE

<u>Description</u>	<u>Code</u>
6 year obligation under UMT&S	H
8 year obligation under UMT&S	Q
Non-Obligor	8

4217 PHYSICAL CATEGORY (OFFICERS)

<u>Description</u>	<u>Code</u>
Physically qualified - no defects noted (BuMed code A)	A
Physically qualified for all duty with waiver (BuMed code B1)	B
Physically qualified for active duty with waiver, only if services are particularly desired (BuMed code B2)	2
Physically qualified for active duty incident to mobilization only - is not physically qualified for transfer to or retention in the Ready Reserve (BuMed code C)	C

4218 PULHES (ENLISTED)

1. The suffix letter of the physical profile serial will be used in the system, when reported, otherwise the basic physical profile serial will be coded.
2. To facilitate the administration and assignment of individuals after they have been assigned a physical profile serial, codes have adopted to represent certain combinations of grades in the various PULHES factors. A suffix letter is also used to provide a more thorough identification of the Marine's physical fitness.
3. These codes are broken down as follows:

BASIC PROFILE SERIAL:

<u>Description</u>	<u>Code</u>
An individual with a profile serial 111111	A
An individual with a profile serial with the numeral 2 as the lowest grade in any factor, e.g., 111121, 122211	B
An individual with a profile serial with the numeral 3 as the lowest grade in any factor, e.g., 231111, 323221.	C
An individual with a profile serial with the numeral 4 as the lowest grade in any factor, e.g., 111141	E

SUFFIX LETTER:

An individual has a remediable physical defect which does not prevent his utilization	R
An individual has a temporary physical defect (such as hernia) which prevents overseas assignment, however, he will again be physically qualified after successful correction of this defect	T
An individual has a physical defect permanently disqualifying him for duty in the FMF and Marine Detachments afloat, but not disqualifying him for duty in the supporting establishment, staffs, and security forces overseas.	<u>X</u>
An individual has a physical defect permanently disqualifying him for duty in the FMF or overseas. (Pending receipt of approval or disapproval, suffix "T" may be assigned).	D

4219 RACE/SEX

<u>Description</u>	<u>Male</u>	<u>Code</u>	<u>Female</u>
Unknown	-		-
American Indian	A		1
Caucasian	C		3
Mongolian	M		4
Negroid	N		5
Malayan	Z		9

4220 RANK (NAVAL PERSONNEL)

Abbreviation Rank Codes* Rank

Commissioned Officers

CAPT	<u>O6</u>	Captain
CDR	<u>O5</u>	Commander
LTCDR	<u>O4</u>	Lieutenant Commander
LT	<u>O3</u>	Lieutenant
LTJG	<u>O2</u>	Lieutenant (Junior Grade)
ENS	<u>O1</u>	Ensign

Chief Warrant and Warrant Officers

CWO4	W4	Chief Warrant Officer (W4 Pay Grade)
CWO3	W3	Chief Warrant Officer (W3 Pay Grade)
CWO2	W2	Chief Warrant Officer (W2 Pay Grade)
WO	W1	Warrant Officer (W1 Pay Grade)

* Officer rank codes will commence with letter "O" or "W"

Enlisted - For code to be used with navy enlisted ratings use Marine Corps enlisted rank codes E1 to E9 for comparable navy pay grades.

4221 RANK (USMC PERSONNEL)

<u>Abbreviation</u>	<u>Rank Codes</u>	<u>Rank</u>
Commissioned Officers*		
Gen	<u>O</u> 1 (eye)	General
LtGen	<u>O</u> 9	Lieutenant General
MajGen	<u>O</u> 8	Major General
BGen	<u>O</u> 7	Brigadier General
Col	<u>O</u> 6	Colonel
LtCol	<u>O</u> 5	Lieutenant Colonel
Maj	<u>O</u> 4	Major
Capt	<u>O</u> 3	Captain
1stLt	<u>O</u> 2	First Lieutenant
2ndLt	<u>O</u> 1	Second Lieutenant

*Officer rank codes will commence with the letter "O"

Chief Warrant and Warrant Officers*

CWO4	W4	Chief Warrant Officer
CWO3	W3	Chief Warrant Officer
CWO2	W2	Chief Warrant Officer
WO	W1	Warrant Officer

*Warrant Officers rank code will commence with the letter "W"

Enlisted*

SgtMaj-MGySgt	E9	Sergeant Major - Master Gunnery Sergeant
1stSgt-MSgt	E8	First Sergeant - Master Sergeant
GySgt (AMSGt)	E7	Gunnery Sergeant - Acting Master Sergeant
SSgt (AGySgt)	E6	Staff Sergeant - Acting Gunnery Sergeant
Sgt (ASSgt)	E5	Sergeant - Acting Staff Sergeant
Cpl (ASgt)	E4	Corporal - Acting Sergeant
LCpl (ACpl)	E3	Lance Corporal - Acting Corporal
PFC	E2	Private First Class
Pvt	E1	Private

*Enlisted rank code will commence with the letter "E"

4222 READY RESERVE SERVICE SATISFACTORY OR ACTION TAKEN AS A RESULT
OF UNSATISFACTORY SERVICE

1. This code is applicable to all Ready Reservists (Organized and Volunteer).
2. The Armed Forces Reserve Act of 1955 provides, in part, that except as specifically provided by regulations prescribed by the Secretary of Defense, each person initially entering the Armed Forces through induction, enlistment, or appointment after 9 August 1955 who becomes a member of the Ready Reserve may be required, while in the Ready Reserve, to:
 - a. Participate in not less than 48 scheduled drills or training periods, and to perform not more than 17 days of active duty for training, during each year, or
 - b. Perform annually not more than 30 days of active duty for training.

<u>Participation</u>	<u>Code</u>
Satisfactory	S
Not Satisfactory Asg 45 days acdutra	T
Not Satisfactory Awtg asg 45 days acdutra	U
Certified for Induction	V
Awaiting Disciplinary Action	W
Awaiting Transfer to Class III from an Organized Reserve unit	<u>X</u> (Alpha)
Entered Armed Forces prior to 9 Aug 55	<u>Y</u> (Alpha)
Enter Armed Forces after 9 Aug 55 but has served 2 years active duty (or granted early release)	Z

4223 REASON FOR RELEASE FROM ACTIVE DUTY

1. This code is applicable to all reservists.
2. The designator code for this field may be obtained from paragraph 3023.6 (Item 11c) PRAM, in which case the service record book or officer qualification record is examined to determine the proper code.
3. The designator code for this field may also be obtained from form DD 214 (Item 11c), if available.

4224 REASON SCREENED

1. This code applies to all Ready Reservists other than those Ready Reservists who are members of the Organized Reserve. While Ready Reservists who are members of Organized Reserve units are subject to screening, only field entitled "Date Screened" is applicable to such individuals.

<u>Code</u>	<u>Reason Screened</u>
1	Initial (upon entering the accounting jurisdiction of the DPI)
2	Annual
3	Individual's Request
4	HQMC directive (other than annual screening)
5	Reason for assignment to the Standby Reserve no longer exists, and there is a period of Ready Reserve obligation remaining.

4225 RESULT OF SCREENING

1. This code applies to all Ready Reservists other than those Ready Reservists who are members of the Organized Reserve. While Ready Reservists who are members of Organized Reserve units are subject to screening, only field entitled "Date Screened" is applicable to such individuals.

<u>CODE</u>	<u>RESULT OF SCREENING</u>
Retained in Ready Reserve:	
A	Reservist does not possess a critical civilian occupation
B	Reservist possesses a critical civilian occupation, but retained because he also possesses a critical military skill
C	Reservist possesses a critical civilian occupation, does not possess a critical military skill, but retained because of voluntary request.
D	Reservist did not respond to screening correspondence
*Transferred to Standby Reserve:	
J	Elective and appointive officials (incl Key Federal Employees)
K	Personal Hardship
L	Community Hardship
M	Apprentice in a Critical Civilian Occupation
N	Student pursuing studies that will qualify him for a Critical Civilian Occupation
Q	Ministerial Student & Ordained Missionaries of the Church of Jesus Christ of Latter Day Saints
P	Critical Civilian Occupation
Q	Excess Military Skill
R	Age in Grade (Officers)
S	Physical Fitness
T	Not Available for Active Duty, all other reasons
U	Fulfilled Ready Reserve Obligation

Individuals transferred to the Standby Reserve under Codes J through Q and S through T must have obligated Ready Reserve service remaining. Code U will be utilized for those personnel who have no obligated Ready Reserve service remaining with the exception of personnel who are transferred under the age in grade limitation for Ready Reserve officers. In this case code R will be used.

4226 MOBILIZATION AVAILABILITY CODES

1. The availability of Standby Reservists for involuntary active duty as determined by the Director of Selective Service will be entered in the Personnel Accounting System in the following codes:

<u>CODE</u>	<u>DESCRIPTION</u>
8	Available
9	Not available
Ø	Fleet Marine Corps Reservists

4227 SPECIAL DESIGNATION

<u>Abbreviation</u>	<u>Code</u>	<u>Designation</u>
Blank	-	Unknown
0	Ø (numeric)	None
SUPDTL	S	Officer assigned to Supply Duty
NA	A	Naval Aviator
NAO(T)	C	Naval Aviation Observer (Tactical)
NAO(N)	N	Naval Aviation Observer (Navigation)
NAO(R)	R	Naval Aviation Observer (Radar)
SNA	D	Student Naval Aviator (Officer)
SNA	M	Student Naval Aviator (Enlisted)
OC	Z	Officer Candidate - PLC - WOTC - AOCC - MarCad
PC	5	Marine Corps Postal Clerk
APC	U	Assistant Marine Corps Postal Clerk
P	P	Enlisted Pilot

4228 TRAINING CATEGORIES AND PAY GROUPS

1. This code applies to all reserve personnel. The code serves to indicate participation in the reserve training program.

<u>Annual Number of Periods of Inactive Duty Training</u>	<u>Annual Active Duty for Training</u>	<u>Training Category</u>	<u>Pay Group</u>	<u>Code</u>
48	15	A	A	A
24	15	B	B	B
0	15	-	D	D
0	30	H	E	H
0	6 Months	-	F	F
0	0	G	-	G
Officer Training Programs		I	-	I

6-Month Active Duty Trainees upon enlistment will be assigned to Pay Group F. Upon completion of 6-Month Active Duty period such personnel will be assigned to appropriate Training Category/Pay Group other than Pay Group F.

Critically skilled personnel upon enlistment will be assigned to Training Category G.

4229 TRAINING DESIGNATOR (Organized Reserve ONLY)

<u>Description</u>	<u>Code</u>
Trained	T
Completed Recruit Training or Equivalent	R
Untrained	U

4230 TRAINING DESIGNATOR/PROMOTION QUALIFIER (Volunteer Reserve ONLY)

1. For officers record appropriate "Trained" code if the basic military training prescribed in paragraph 24316, Marine Corps Manual, has been completed; if this training has not been completed record appropriate "Untrained" code.
2. As indicated in the table of codes, promotion qualifier is applicable to enlisted persons only. Qualification for promotion is based upon the provisions of Part G, Chapter 9, Marine Corps Manual and criteria established in promotion directives. Since members of the Fleet Marine Corps Reserve are not eligible for promotion, only code denoting "Trained and Unqualified for Promotion (Enlisted)" will be recorded for such reservists.
3. For enlisted persons record appropriate "Trained" code for those who have completed basic training (recruit and individual combat training) or the equivalent thereof as defined in current regulations; "R" or "I" as appropriate for those who have completed only recruit training or the equivalent as defined in current regulation; "U" or "D" for those who have not completed recruit training or the equivalent.

<u>Description</u>	<u>Code 1</u> <u>See Note</u>	<u>Code 2</u> <u>See Note</u>
Trained and Qualified for Promotion (Enlisted)	T	C
Trained (Officers)	T	C
Trained and Unqualified for Promotion (Enlisted)	3	L
Untrained and Unqualified for Promotion (Enlisted)	U	D
Untrained (Officers)	U	D
Completed Recruit Training or equivalent and Unqualified for Promotion (Enlisted)	R	I

NOTE:

Code 1: Use codes in this column for all Ready Reservists and for those Standby Reservists who are available for involuntary recall to active duty. (Mobilization Availability Code 8)

Code 2: Use codes in this column for Standby Reservists who are not available for involuntary recall to active duty. (Mobilization Availability Code 9)

4231 YEAR CODE

ALPHAMERICAL

<u>Year</u>	<u>Code</u>	<u>Year</u>	<u>Code</u>
Unknown	-	1965	N
1951 or before	A	1966	<u>O</u> (Alpha)
1952	B	1967	P
1953	C	1968	Q
1954	D	1969	R
1955	E	1970	Ø (Numeric)
1956	F	1971	1
1957	G	1972	S
1958	H	1973	T
1959	I	1974	U
1960	X (Numeric 11)	1975	V
1961	J	1976	W
1962	K	1977	<u>X</u> (Alpha)
1963	L	1978	<u>Y</u> (Alpha)
1964	M	1979	Z

NUMERICAL

Use the last digit or last two digits of the year (e. g. , 1955 code 5 or 55, 1960 code Ø or 6Ø).

4232 SEPARATION CODE

1. The application of this code to separations is one of the most important coding actions. Thorough study of the code as well as of the various regulations for discharge and release from active duty is required to insure correct coding.

2. The first digit of the code indicates the type of separation.

<u>CODE</u>	<u>TYPE OF SEPARATION</u>
Ø	Honorable Discharge
1	General Discharge
2	Undesirable Discharge
3	Bad Conduct Discharge
4	Disciplinary (Officers)
5	Dishonorable
6	Retirement and transfer to FMCR
7	To inactive duty
8 (or H)	Deaths
9	Miscellaneous

3. The second digit indicates whether the individual is eligible to reenlist.

<u>CODE</u>	<u>REENLISTMENT ELIGIBILITY</u>
Ø and 1	Eligible (reason for separation does not preclude reenlistment)
2 thru 9	Not Eligible (reason for separation considered to preclude immediate reenlistment)

4. The third digit indicates whether or not the enlisted marine was recommended for reenlistment by his commanding officer. If recommended for reenlistment as shown by "RR" at the end of the diary entry, add a zone punch (12) to make a letter (A through I). In certain cases Marines will be separated and the reason for separation (for example: minority; acceptance of commission in the Marine Corps or Marine Corps Reserve; marriage; disability; etc) will obviously preclude reenlistment. However, in these cases, if recommendation for reenlistment is indicated on the unit diary or if it is evident that recommendation for reenlistment is appropriate, such as acceptance of commission, this recommendation should be reflected in the separation code. Those codes which indicate "Will Reenl" are shown with the letter because it is obvious they were recommended.

<u>THIRD DIGIT CODE</u>	<u>INDICATES</u>
Numeral	"Not recommended for Reenl" (NRR)
Letter	"Recommended for Reenlistment" (RR)

5. The second and third digits, together, identify the reasons for separation which are grouped by major causes and codes may apply to officers, enlisted, or to both. This is indicated in the chart as follows, but is not part of the code:

O - Officer only
 E - Enlisted only
 OE - Officer and Enlisted

1st Digit	Type of Separation	2d & 3d Digit	Applies To	Reason for Separation	Authority
0 1	Honorable General			Expiration of Enlistment, Fulfillment of Obligated Service or Induction (Include Exp of Ext Enl, Voluntary or Involuntary):	
		0A	E	Will Enter or Reenter USMC	10258, 10351 MCO 1001.3E
		0C	E	Will Enter or Reenter USMCR Active	10258, 10351
		0E	E	Will Enter or Reenter USMCR Inactive	10258, 10351
		07	E	Will Not Reenter	10258, 10351
		08	E	Special or Early Discharge	10271. 1A
				Convenience of the Government or Resignation:	
		11	OE	For Entry or Reentry in Another Component (USMC or USMCR) (Exclude <u>Active Duty</u> Enlisted Integration)	10050, 10150, 10200, 10271, 10353
		16	E	Early Discharge (Personnel Returning From Overseas With 120 Days or Less To Serve)	MCO 1910.17 10271. 1A
		1D	E	For Entry In a Different Reserve Program (MCO 1001R. 4C)	10271
		21	E	Erroneous Induction	10271
		22	E	Administrative Discharge or Member Not Suitable for Military Service Because of Medical Conditions not Constituting Physical Disability (BUMED INST 1910. 2A)	10271
		24	OE	To Enlist or Accept Appointment in Another Branch of the Armed Forces	10200, 10271, 10354, 10355
		25	E	For National Health, Safety, or Interest	10271
		26	OE	Marriage of Women	10103, 10271, 10352
		27	OE	Pregnancy or Parenthood of Women	10102, 10271, 10201
		28	E	For Other Good and Sufficient Reasons when Determined by CMC	10271
		29	OE	Failure to Complete Basic Military Training	10201, 10356

ANALYST CODES LETTERS (A - I) FOR THIRD DIGIT WHEN DIARY ENTRY SHOWS "RR" (RECOM FOR REENL)

1st Digit	Type of Separation	2d & 3d Digit	Applies To	Reason for Separation	Authority
Ø 1	Honorable General	3Ø	O	Failure to Complete Basic Military Training (Resignation)	10053
		31	OE	Physically Unqualified for Active Duty	10201, 10360
		32	O	Other Full and Sufficient Cause as determined by the Secretary of the Navy	10201
		33	E	Erroneous Assignment of Military Obligation	10357
		34	E	Lack of Interest, Failure to Answer Correspondence, Unavailability for Mobilization, Etc.	10359, 10358
		3E	E	To Accept Permanent Appointment in USMC	10271, 10353
		3F	E	To Accept Permanent Appointment in USMCR	10271, 10353
		41	O	Voluntarily Resigned Will Not Reenter	10050, 10103, 10150, 10200
		42	O	To Resume Enlisted Status (Termination of Temporary Appointment Will Not Immediately Resume Officer Status)	
		43	O	Revocation or Termination of Commission	10051, 10053, 10102
		44	O	Administrative Reasons	
		45	O	Failure to Pass Professional Examination or To Be Selected for Promotion	10052, 10102, 10201
		46	O	Limited Assignment Officer, CWO, or WO, Failing to Complete Prescribed Satisfactory Federal Service in Grade	10201
		47	O	Termination of Temporary Officer Appointment to Resume Enlisted Status for Discharge and Accept of a Permanent Appointment	
				Special	
		1B	E	Integration of Reserves in USMC (MCO 1001. 3D)	10271

1st Digit	Type of Separation	2d & 3d Digit	Applies To	Reason for Separation	Authority
0 1	Honorable General	1C	E	Early Discharge Will Reenter USMC (Less than one year of Obligated Active Service)	10271
		1E	E	Early Separation Will Enter or Reenter USMC (Navy Enlisted Scientific Education Program) (USMC & USMCR)	10271. 1A
		52	E	Early Discharge of Master Sergeants, Sergeants Major and First Sergeants (MCO 1910. 3B)	10271
		53	E	Discharge of former Officers(MCO 1920. 1A)	10271
		54	E	Early Discharge (MCO 1910. 12)	10271
		55	E	Early Discharge (MCO 1910. 14)	10271
		58	E	Security	10280, 10254
		59	E	When directed by SecNav	10281
				Dependency and Hardship:	
		61	E	Dependency	10273
		65	E	Hardship	10273
				Minority, Own Convenience, and Own Request:	
		71	E	Minority	10274
		73	E	Own Convenience	10272
		75	E	Own Request	10352
		76	OE	Discharge of Member of MCR on In-active Duty Who Becomes a Regular or Duly Ordained Minister or Desires to Take Final Vows in a Religious Order (MCO 1900R. 7)	
				Disability:	USC 10, 1203 10454
		81	OE	Without Severance Pay	
		82	O	Battle Connected Causes (Used By HQMC Only)	
		85	OE	With Severance Pay	
		86	O	Battle Connected Causes (Used by HQMC Only)	

1st Digit	Type of Separation	2d & 3d Digit	Applies To	Reason for Separation	Authority
0 1	Honorable General	91	E	Unsuitability	10275
		95	E	Inaptitude	10275
2	Undesirable	21	E	Unfitness	10277
		31	E	Misconduct	10278
		58	E	Security	10280, 10254
		59	E	When Directed by SecNav	10281
3	Bad Conduct	21	E	Special Court-Martial	10279
		31	E	General Court-Martial	10279
4	Disciplinary			Discharges:	
		21	O	Unfit for Promotion Because of Drunkenness or Other Misconduct	10052
		23	O	For Causes	10201
		25	O	Resignation to Escape Dismissal, GCM, or for Good of the Service	10050, 10103, 10150, 10200
		27	O	Revocation or Termination of Commission	10053
				Dismissal:	
		31	O	Sentence of GCM	10052, 10151
		35	O	Order of the President in Time of War	10052, 10151
				Dropped From Rolls:	
		41	O	By the President, for 3 Months UA or Sentence to Confinement by Civil Authorities	10053
		51	O	Violation of Statutory Prohibitions	
5	Dishonorable	21	E	General Court-Martial	10279
6	Retirement & Transfer to FMCR	21	O	Completion of Service: 20 Years Active Service	10055

1st Digit	Type of Separation	2d & 3d Digit	Applies To	Reason for Separation	Authority
6	Retirement & Transfer to FMCR	22	OE	30 Years (Active or Active and Inactive Combined)	10055, 10400, 10402
		23	O	30 Years Active Naval Service (LDO)	10060
		25	O	40 Years Active Service	10055
		27	OE	20 Years Satisfactory Federal Service (With Pay)	10203, 10209
		28	OE	20 or 30 Years Active Federal Service (With Pay)	10209
		29	O	Involuntary After 30 Years Active Service	10154
				Disability	USC 10, 1305
		31	OE	Permanent	10453
		32	OE	Temporary Disability	
		33	O	Battle Connected Causes (Used by HQ MC Only)	
		41	OE	Without Pay	10205, 10210, 10453
		51	O	Attainment of Age 62	10063
		61	E	Attainment of Age 64	
		71	O	Other Involuntary Retirements	10057, 10058, 10059, 10101
				Transfer to FMCR:	
7	To Inactive Duty				
		Ø1	OE	Obligor (Regulars, Inductees, and Reservists So Indicated) MCO 1900.2B, 1900.1B, 1001.1B	
		Ø3	OE	Non Obligor (Reservists Not Obligated) (MCO 1900.1B)	
		Ø8	E	Special or Early Release From Active Duty	10271.1A

1st Digit	Type of Separation	2d & 3d Digit	Applies To	Reason for Separation	Authority
7	To Inactive Duty	16	E	Early Release (Personnel Returning From Overseas with 120 days or Less to Serve)	MCO 1910.17 1027L 1A
				Physically Disqualified for Active Duty:	
		31	OE	Obligor (MCO 1900.1B)	
		33	OE	Non Obligor (MCO 1900.1B)	10271
				Special	
		28	E	Other Good and Sufficient Reasons when Directed by CMC (MCO 1900.2B, 1900.1B)	
		53	E	Release of Former Officers (Obligors) (MCO 1920.1A, 1900.2B)	
		54	E	Early Release (MCO 1910.12, 1900.2B, 1900.1B)	
		55	E	Early Release (MCO 1910.14)	
		59	E	When Directed by SecNav	
				Convenience of the Government (Hardship or Dependency)	10281
		61	OE	Obligor (Regulars, Inductees, and Reservists So Indicated) (MCO 1900.2B, 1900.1B, 1001.1B)	
		65	OE	Non Obligor (Reservists Not Obligated) (MCO 1900.1B)	
		73	OE	Own Convenience	

1st Digit		Type of Separation	2d&3d Digit	Applies To	Reason for Separation	Authority
Non-Training 8	Training H	Death			Inside U. S.	
			21	OE	Airplane Crash	13054
			22	OE	Automobile	13054
			23	OE	Declared Dead from Missing	13054
			24	OE	Disease	13054
			25	OE	Drowning	13054
			26	OE	Electrocution	13054
			27	OE	Falls	13054
			28	OE	Fire	13054
			29	OE	Gunshot	13054
			31	OE	Hanging	13054
			32	OE	Helicopter Crash	13054
			33	OE	Parachuting	13054
			34	OE	Poisonous Agent	13054
			35	OE	Heat Stroke	13054
			39	OE	Other	13054
					Outside U. S.	
					Non Battle	
			41	OE	Airplane Crasn	13054
			42	OE	Automobile	13054
			43	OE	Declared Dead from Missing	13054
			44	OE	Disease	13054
			45	OE	Drowning	13054
			46	OE	Electrocution	13054
			47	OE	Falls	13054
			48	OE	Fire	13054

1st Digit		Type of Separation	2d&3d Digit	Applies To	Reason for Separation	Authority
Non-Training 8	Training H	Death	49	OE	Gunshot	13054
			51	OE	Hanging	13054
			52	OE	Helicopter Crash	13054
			53	OE	Parachuting	13054
			54	OE	Poisonous Agent	13054
			55	OE	Heat Stroke	13054
			59	OE	Other	13054
					Battle:	
			61	OE	Killed in Action	13052
			62	OE	Died of Wounds	13052
			63	OE	Missing in Action to Killed in Action	13052
			64	OE	Missing in Action to Presumed Killed in Action	13052
			65	OE	Captured to Died of Wounds	13052
			66	OE	Captured to Killed in Action	13052
			67	OE	Captured to Died of Other Causes	13052
9		Miscellaneous			Separation:	Authority
			21	OE	From Defacto Service	
					Cancellation or Voiding:	
			31	E	Of Illegal Enlistment	10332
			41	OE	Desertion	
					Accounts Closed:	
			51	E	To Accept Temporary Appointment in USMC or USMCR	9052
					Correction:	
			61	OE	To Delete Erroneous Report of a Gain to Active or Inactive Duty	
			71	E	Drop to Suspended Status While a Midshipman or Cadet at a Service Academy	

CHAPTER 5: CARD CONTENT

PART A: EXPLANATION OF PERSONNEL ACCOUNTING CARDS

- 5000 GENERAL
- 5010 CARD COLUMNS
- 5020 CARD FIELDS
- 5030 INTERPRETATION
- 5040 SUMMARY CARDS
- 5050 TYPE OF PERSONNEL ACCOUNTING CARDS

PART B: CARD FORMAT

- 5100 BATCH CONTROL CARD (5081)
- 5105 DATE CARD (USED IN CONTROL LISTING)(5081)
- 5110 MARINE CORPS PERSONNEL ACCOUNTING CARD (ACTIVE AND INACTIVE ESTABLISHMENT)(NAVMC 10237-PD)(REVISED 1-59)
- 5115 MARINE CORPS RESERVE PERSONNEL ACCOUNTING CARD (INACTIVE)(NAVMC 980-PD)(REVISED 3-59)
- 5120 MARINE CORPS PERSONNEL STATIC CARD(NAVMC 952-PD) (REVISED 3-58)
- 5125 NAME AND SERVICE NUMBER CHANGE CARD (5081)

CHAPTER 5

CARD CONTENT

PART A: EXPLANATION OF PERSONNEL ACCOUNTING CARDS

5000 GENERAL

1. The definition, purpose, and types of accounting cards have been explained in Part B, Chapter 1.
2. This chapter consists of the card content and designates the columns that are used in the various cards.

5010 CARD COLUMNS

1. The card column is the vertical arrangement of the punching positions in the card. In all there are twelve punching positions in a column. The top three punching positions in the column are referred to as the zone punching positions. The highest position is the numeric Y, or 12 punch. The next highest is the numeric X, or 11 punch, and the last or lowest zone punching position is the Ø. The Ø is also used for the digit zero, and all positions thereunder are referred to as low, or numerical punching positions which consist of the digits 1 through 9.

5020 CARD FIELDS

1. A column or a group of columns which have been set aside for recording an item of information are referred to as a field. The number of fields in a card depends upon the items to be recorded and the number of columns which must be used to record each item.

5030 INTERPRETATION

1. To facilitate visual interpretation of the holes punched in a card, the following explanations are furnished:

a. A letter punched in a card column consists of both a zone and a numerical punch. The following combinations of zone and numerical punches represent the letters indicated. The letters have been divided into three groups and are shown under their respective zone punches and to the right of their respective numerical punches.

Numerical Punches	Zone Punches		
	12	11	Ø
Ø			
1	A	J	
2	B	K	S
3	C	L	T
4	D	M	U
5	E	N	V
6	F	<u>O</u>	W
7	G	<u>P</u>	X
8	H	Q	Y
9	I	R	Z

- b. A digit consists of only the numerical punch.

5040 SUMMARY CARDS

1. A summary card is used to record totals from tabulation of detail cards. These cards are used to reduce card volume for the preparation of reports.

5050 TYPE OF PERSONNEL ACCOUNTING CARDS

REGULAR ESTABLISHMENT

<u>FILE</u>	<u>ELECTRO PLATE NO.</u>	<u>ITEM TITLE</u>	<u>ITEM IDENTIFICATION</u>	<u>ITEM DESCRIPTION</u>
Analyst	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila RE TS URCC
HQMC	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila GN TS ULCC
Local	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila NS ULCC
HQMC	435658	Personnel Static Card	NAVMC 952-PD	Manila Y TS URCC

RESERVE ESTABLISHMENTORGANIZED RESERVE

Analyst	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila GR TS URCC
HQMC	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila BL TS ULCC
Local	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila NS ULCC
HQMC	435658	Personnel Static Card	NAVMC 952-PD	Manila Y TS URCC

VOLUNTEER RESERVE

Analyst	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila Y TS URCC
HQMC	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila BL TS ULCC
Local	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila NS ULCC
HQMC	435658	Personnel Static Card	NAVMC 952-PD	Manila Y TS URCC

MARINE CORPS RESERVE PERSONNEL ACCOUNTING CARD (INACTIVE)

ORGANIZED RESERVE

<u>FILE</u>	<u>ELECTRO</u> <u>PLATE NO.</u>	<u>ITEM TITLE</u>	<u>ITEM</u> <u>IDENTIFICATION</u>	<u>ITEM</u> <u>DESCRIPTION</u>
Analyst	435659	MC Reserve Personnel Account- ing Card (Inactive)	NAVMC 980-PD	Manila GN TS ULCC
Local	435659	MC Reserve Personnel Account- ing Card (Inactive)	NAVMC 980-PD	Manila NS URCC

VOLUNTEER RESERVE

Analyst	435659	MC Reserve Personnel Account- ing Card (Inactive)	NAVMC 980-PD	Manila RE TS ULCC
Local	435659	MC Reserve Personnel Account- ing Card (Inactive)	NAVMC 980-PD	Manila NS URCC

PART B: CARD FORMAT

5100 BATCH CONTROL CARD (5081)

COLUMNS	SPACES	ITEM OF INFORMATION
1-3	3	BATCH NUMBER
4	1	OTHER SERVICES OR COUNTRIES (appropriate component/ class/reserve status code designation)
5-7	3	BLANK
8-9	2	NAVAL DISTRICT: (for active establishment accounts)
		RESERVE DISTRICT: (for reserve establishment accounts)
10-11	2	BLANK
12-23	12	SERVICE NUMBER CONTROL TOTAL
24-25	2	BLANK
26-30	5	DATE OF DIARY: (day, 2 digits; month, 2 digits; last digit of year)
31-32	2	BLANK
33-37	5	REPORTING UNIT ACTUAL STRENGTHS - TOTAL UNIT
38-41	4	REPORTING UNIT ACTUAL STRENGTH - TOTAL OFFICERS
42-46	5	REPORTING UNIT ACTUAL STRENGTH - TOTAL ENLISTED
(43)	(1)	CONTROL X (11 punch) ALL BATCH CARDS
47-75	29	BLANK
76-80	5	REPORTING UNIT CODE

5105 DATE CARD (Used in Control Listing) (5081)

COLUMNS	SPACES	ITEM OF INFORMATION
1-25	25	BLANK
26-30	5	DATE: DAY, 2 digits; MONTH, 2 digits; YEAR, last digit
31-75	44	BLANK
76	1	CONTROL X (11) PUNCH
77-80	5	BLANK

5110 MARINE CORPS PERSONNEL ACCOUNTING CARD (ACTIVE AND INACTIVE
ESTABLISHMENT) (NAVMC 10237-PD) (REVISED 1-59)

1. This card contains the items of information which reflects the current military status of the individual.

COLUMNS	INTERPRETER TYPE BARS	ITEM OF INFORMATION
1-13	1-13UL	LAST NAME
14-15	14-15UL	FIRST AND SECOND INITIALS
(6-13)	6-13UL	ON TRANSFERS AND ASSIGNMENT TO EAD Column 6 - Code of DPI which will next join the individual Column 7-8 BLANK Column 9-13 - Reporting Unit Code or Command Code to which transferred - OR -
(9-13)	9-13UL	ON SEPARATION Column 9-10 - Unused Leave (00) Column 11-13 - Separation Code
16	59LL	RACE/SEX CODE
17-23	54-60UL 1-7LL	SERVICE NUMBER (Army personnel - 16-23)
(17)	54UL 1LL	"W" for Female Officer
(18)	55UL 2LL	"7" for Female Enlisted
24-25	27-28UL	TYPE OF CHANGE Code
26-30	29-33UL	DATE OF CHANGE: On gain and loss types of change, the date is the actual date of occurrence. The date of the source document is the date on other types of change, (Day, 2 digits; Month, 2 digits; last digit of year)
31-32	17-18UL	RANK Code
33-35	16-18LL	DATE OF RANK (alphameric month and last two digits of year)
36-39	20-23UL	PRIMARY MOS
40	25UL	COMPONENT/CLASS/RESERVE STATUS Code
41	12LL	CONTRACT AND DUTY LIMITATION Code
42-45	20-23LL	FIRST ADDITIONAL MOS

COLUMNS	INTERPRETER TYPE BARS	ITEM OF INFORMATION
46-47	36-37LL	EXPIRATION OF OBLIGATED SERVICE
(47)	(37)LL	OVERPUNCH LEGAL/CONTRACT/AGREEMENT (alphameric month and last digit of year for date of EOS; or "IN" if on an indefinite extension of EOS)
48-50	35-37UL	PAY ENTRY BASE DATE: (alphameric month and last two digits of year)
51-52	9-10LL	YEAR OF BIRTH: (last two digits of year)
53	39UL	PULHES (Enlisted) - PHYSICAL CATEGORY (Off) MALE ENLISTED : (Suffix or code letter) FEMALE OFFICERS & FEMALE ENLISTED: Blank MALE OFFICERS: Code letter
54-55	39-40LL	LOCATION/ROTATION TOUR DATE: Blank
56	34LL	OBLIGOR DESIGNATOR
57	44UL	SPECIAL DESIGNATION
58	26LL	DEPENDENTS Code
59-60	28-29LL	DEPENDENTS LOCATION: (State or Outside Continental U. S. Code)
61-63	42-44LL	DATE DEPARTED/ARRIVED U. S. : Blank
64-66	47-29LL	CIVILIAN EDUCATION Code
(64)	(47)LL	(An X (11 punch) in this column indicates a skeleton card)
67-69	51-53LL	CIVILIAN OCCUPATION SPECIALTY Code
70-71	55-56LL	LANGUAGE QUALIFICATION Code
72-73	31-32LL	GENERAL CLASSIFICATION TEST Code
74	42UL	PAP LINE Code: Enter Anniversary Month
75	46UL	STRENGTH CATEGORY: Enter Training Designator
76-80	48-52UL	REPORTING UNIT CODE

UL - Upper Line LL - Lower Line

5115 MARINE CORPS RESERVE PERSONNEL ACCOUNTING CARD (INACTIVE)
(NAVMC 980-PD) (REVISED 3-59)

1. This card contains the items of information which reflect the current military status of the individual in connection with his availability for mobilization.

COLUMNS	TYPE BARS	ITEM OF INFORMATION	ORGAN- IZED	VOLUNTEER Ready Standby	
1-13	1-13UL	LAST NAME	X	X	X
14-15	14-15UL	FIRST AND SECOND INITIALS	X	X	X
(6-13)	(6-13)UL	ON TRANSFERS BETWEEN RE- SERVE ESTABLISHMENT DPIs			
		Column 6 - Code of DPI which will next join individual	X	X	X
		Column 7-8 BLANK			
		Column 9-13 - Reporting Unit Code or Command Code to which transferred			
16		BLANK			
17-23	54-60UL 1-7LL	SERVICE NUMBER (Army Person- nel - 16-23)	X	X	X
(17)	54UL 1LL	"W" for female officer	X	X	X
(18)	55UL 2LL	"7" for female enlisted	X	X	X
24-25	27-28UL	TYPE OF CHANGE CODE	X	X	X
26-30	29-33UL	DATE OF CHANGE - On gain and loss types of change the date is the actual date of occurrence. The date of the source document is the date on other types of change, (Day, 2 digits; Month 2 digits; last digit of year)	X	X	X
31-32	17-18UL	RANK CODE	X	X	X
33-35	57-59LL	CONTROL DATE TOTAL MARINE CORPS SERVICE -(Alphameric Month Code; last two digits of year	X	X	X
36-39	20-23UL	PRIMARY MOS	X	X	X
40	25UL	COMPONENT/CLASS/RESERVE STATUS	X	X	X

<u>COLUMNS</u>	<u>TYPE BARS</u>	<u>ITEM OF INFORMATION</u>	<u>ORGAN- IZED</u>	<u>VOLUNTEER</u> <u>Ready Standby</u>		<u>N O T E</u>
41	55LL	CONTRACT/DUTY LIMITATION	X	X	X	
42-44	10-12LL	DATE COMPLETED LAST ACTIVE DUTY FOR TRAINING (Alphameric Month; last 2 digits Year)	X	X	X	
45-46	13-14LL	NUMBER OF DAYS ACTIVE DUTY FOR TRAINING COMPLETED	X	X	X	
47-48	17-18LL	EOS (Alphameric Month; last digit Year)	X	X	X	
49-50	21-22LL	MOBILIZATION ASSIGNMENT		X	X	1
51-53	24-26LL	DATE LAST PHYSICAL EXAMINATION (Alphameric Month; last 2 digits Year)	X	X	X	
54-56	28-30LL	PERS CERT OF PHY CONDITION (Alphameric Month; last 2 digits Year)	X	X	X	
57	42UL	READY RESERVE SERVICE SATIS- FACTORY OR ACTION TAKEN AS A RESULT OF UNSATISFACTORY SERVICE	X	X		
58	33LL	SPECIAL DESIGNATION	X	X	X	
59-61	36-38LL	TOTAL MONTHS ACTIVE DUTY	X	X	X	
62-64	41-43LL	REASON FOR RELEASE FROM ACTIVE DUTY	X	X	X	
65-67	46-48LL	DATE READY RESERVE SERVICE EXPIRES (Alphameric Month; last 2 digits Year)	X	X	X	2
68		REASON FOR DEFERMENT: BLANK				
69	46UL	RECALL PRIORITY/Mobilization Availability			X	
70-72	35-37UL	DATE SCREENED (Alphameric Month; last 2 digits Year)	X	X	X	3
73	38UL	REASON SCREENED		X	X	4
74	39UL	RESULT OF SCREENING		X	X	5

<u>COLUMNS</u>	<u>TYPE</u> <u>BARS</u>	<u>ITEM OF INFORMATION</u>	<u>ORGAN-</u> <u>IZED</u>	<u>VOLUNTEER</u> <u>Ready Standby</u>	
75	44UL	TRAINING CATEGORY & PAY GROUP	X	X	X
76-80	48-52UL	REPORTING UNIT CODE	X	X	X

NOTES:

- (1) "XX" (alpha) indicates valid mailing address unknown; "ZZ" indicates reservist is residing overseas (see paragraph 3310.8, Block 13).
- (2) Date Ready Reserve Service expires applies to Standby Reservists only when Standby reservist has obligated ready reserve service remaining.
- (3) Date Screened applies to Standby Reservists only when Standby reservist has obligated ready reserve service remaining (see paragraph 3310.8, Block 23).
- (4) Reason Screened applies to Standby Reservists to indicate reason for last screening only when Standby reservist has obligated ready reserve service remaining (see paragraph 3310.8, Block 24).
- (5) Result of Screening applies to Standby reservists to indicate reason for Standby status (see paragraph 3310.8, Block 26).

5120 MARINE CORPS PERSONNEL STATIC CARD (NAVMC 952-PD)(REVISED 3-58)

1. This card contains the items of information pertaining to the enlistment of an individual. These items usually do not change during a period of service.

COLUMNS	INTERPRETER		ITEM OF INFORMATION
	TYPE	BARS	
1-26	1-26	UL	LAST NAME, FIRST NAME, MIDDLE NAME
(24-26)	(24-26)	UL	SEPARATION Code (<u>HQMC use only</u>)
27	27	UL	RACE / SEX Code
28 -35	28-35	UL	SERVICE NUMBER
(29)	(29)	UL	"W" for Female Officer
(30)	(30)	UL	"7" for Female Enlisted
36	36	UL	COMPONENT/CLASS/RESERVE STATUS Code
37-41	37-41	UL	BIRTH DATE: (Day, 2 digits; Month, alphameric month code; Year, last 2 digits)
42-43	42-43	UL	BIRTH PLACE: (State or Outside Continental U.S. Code)
44-48	44-48	UL	HOME OF RECORD: (County and State Code or Outside Continental U. S. Code)
49-50	49-50	UL	PLACE ENLISTED/INDUCTED: (State or Outside Continental U.S. Code)
51-55	51-55	UL	DATE ENLISTED/INDUCTED: (Day, 2 digits; Month, alphameric month code; Year, last 2 digits)
56	56	UL	TERM OF ENLISTMENT
57-60	57-60	UL	SOURCE Code
61	1	LL	CONTRACT AND DUTY LIMITATION Code
62-63	2-3	LL	RANK CODE
64-80			BLANK

UL - Upper Line LL - Lower Line

5125 NAME AND SERVICE NUMBER CHANGE CARD (5081)

COLUMNS	INTERPRETER	
	TYPE	BARS
	ITEM OF INFORMATION	
1-15	1-15UL	NAME (OR ERRONEOUS NAME)
16-23	53-60UL	SERVICE NUMBER (OR ERRONEOUS SERVICE NUMBER)
24-25	27-28UL	TYPE OF CHANGE CODE
26-30	29-33UL	DATE OF SOURCE DOCUMENT: (Day, 2 digits; Month, 2 digits; last digit of year)
31-33		BLANK
34-41	53-60LL	CORRECT SERVICE NUMBER (SERVICE NUMBER CHANGES ONLY)
42-50		BLANK
51-65	1-15LL	CORRECT NAME (NAME CHANGES ONLY)
66-75		BLANK
76-80	48-52UL	REPORTING UNIT CODE

CHAPTER 6: REPORT REQUIREMENTS

PART A: INTRODUCTION

6000 GENERAL

6005 SOURCE FILES FOR REPORT PREPARATION

6010 USE OF REPORTS

6015 AUDITING REQUIREMENTS

6020 OFFICIAL MAILING ADDRESS

6025 COLUMN HEADINGS

ILLUSTRATION OF COLUMN HEADINGS (FIGURE 6-1)

PART B: REPORT COMPOSITION

6100 TITLE SECTION

ILLUSTRATION OF TITLE SECTION (FIGURE 6-2)

ILLUSTRATION OF ORGANIZATIONAL PAGE (FIGURE 6-3)

6105 RECAPITULATION SECTION

6110 BODY SECTION

6115 PAPER STRIPPING AND ASSEMBLY

6120 CONTROL DATES

PART C: REPORTS

6200 DESCRIPTION OF RECURRING REPORTS REQUIRED BY HQMC

PART D: JOB PROCEDURES

6300 GENERAL

6301 DEFINITION AND SCOPE OF NARRATIVE JOB PROCEDURES

6302 DEFINITION AND SCOPE OF DETAILED JOB PROCEDURES

6303 REPORT COPIES

6304 - 6319 NOT UTILIZED

6320 NARRATIVE JOB PROCEDURES

- JP 1301 - OFFICER ASSIGNMENT LISTING, ORGANIZED RESERVE, AVIATION
UNITS
- JP 1401 - SPECIAL ASSIGNMENT LISTING, ORGANIZED RESERVE, AVIATION
UNITS
- JP 1501 - ANALYST FILE PROCESSING, INACTIVE RESERVE
- JP 1503 - HQMC FORWARDING PROCEDURE, INACTIVE RESERVE
- JP 1505 - AUDITING PERSONNEL ROSTER, ORGANIZED RESERVE
- JP 1506 - AUDITING PERSONNEL ROSTER, VOLUNTEER RESERVE
- JP 1507 - MONTHLY GAIN AND LOSS STATEMENT, VOLUNTEER RESERVE
- JP 1512 - NAVY PERSONNEL ASSIGNMENT LISTING
- JP 1513 - MONTHLY COMPONENT/CLASS/RESERVE STATUS REPORT
- JP 1515 - SEMI ANNUAL TABULATION OF TRAINED AND UNTRAINED INACTIVE
MARINE CORPS RESERVE PERSONNEL
- JP 1516 - FOREIGN LANGUAGE REPORT OF ALL INACTIVE MARINE CORPS
RESERVE PERSONNEL
- JP 1521 - ANTICIPATED ACCOUNTS FILE, INACTIVE RESERVE
- JP 1995 - ANALYST PRODUCTIVE TIME, PERSONNEL ACCOUNTING SYSTEM,
CLERICAL, INACTIVE RESERVE

CHAPTER 6

REPORT REQUIREMENTS

PART A: INTRODUCTION

6000 GENERAL

1. The reports and submission of tabulating cards required by Headquarters Marine Corps are described in this chapter. Narrative job procedures and other instructions necessary for the preparation of the requirements herein established are included in this chapter.

6005 SOURCE FILES FOR REPORT PREPARATION

1. The report requirements specified within this chapter are prepared from the Personnel Accounting Card (Active and Inactive Establishment) unless otherwise specified.

2. Certain reports require the usage of the accounting cards of a single reporting unit (Auditing Personnel Roster); or a portion of the accounting cards of a single reporting unit (Gain and Loss Statement); or a portion of the entire files (Organized Reserve Navy Assignment Listing); or all of the files (Foreign Language Report of all Inactive MC Reserve Personnel).

3. At the discretion of the Data Processing Officer the report requirements specified herein may be accomplished by use of:

a. The analyst files (and returned to the analyst in proper sequence upon completion of the report).

b. A control file (a reproduction of the analyst files, kept current by a matching and merging operation against copies of accounting cards from the weekly forwardings).

c. A reports file (a reproduction of the analyst files).

6010 USE OF REPORTS

1. The reports required by this manual furnish Headquarters Marine Corps with information pertinent to the status of the Reserve Establishment of the Marine Corps. This information enables Headquarters Marine Corps to make proper distribution and assignment of personnel, to accurately compute the strength of the Reserve Establishment, to estimate the fluctuations of the Reserve Establishment strength, and to provide certain data to interested agencies outside the Marine Corps.

6015 AUDITING REQUIREMENTS

1. No report will be submitted to the Commandant of the Marine Corps until properly audited. Before submission to HQMC, a report must meet the following qualifications:

a. All audits prescribed within the job procedure must be accomplished.

b. The report must compare with the sample listing provided with the job procedure.

c. The report must be free of machine processing errors.

d. In the case of summary card submission, such summary cards must reflect the same totals as those listed in the report.

e. In the case of tabulating card submission (not accompanied by a report), such tabulating cards must be free of machine processing errors and submitted on the type card specified (if applicable).

f. Number of report and/or tabulating card copies must be verified before submission.

2. If errors are detected during the audit of a finished report, corrective action will be initiated immediately to resolve these errors. However, submission of reports must not be delayed pending receipt of corrected information. In this connection, the Data Processing Officer is authorized to make pen corrections to facilitate submission of reports. Such corrections, however, must be kept to a minimum.

6020 OFFICIAL MAILING ADDRESS

1. The reports and summary cards required by this chapter for submission to Headquarters Marine Corps will be addressed to:

COMMANDANT OF THE MARINE CORPS (Insert applicable code)
Headquarters U.S. Marine Corps
Washington 25, D. C.

6025 COLUMN HEADINGS

1. The use of unprinted listing forms makes it necessary to provide the using agencies with a way of identifying the columns of information. This will be accomplished by one of the following methods:

a. Typed headings..

b. Numbered columns (numbered columns are identified on a separate form which is attached to the report).

c. Templates (a preprinted attached strip of paper approximately two inches in width and as long as the report form is wide. The identification of information in each column is shown on the template.)

2. The Data Processing Officer will prescribe the column heading method to be employed (considering ease of preparation) on the non-recurring reports. Templates (Figure 6-1) are required for reports prepared on a recurring basis.

3. The columns of information in the sample listings in this chapter have been identified by the numbered column method for ease of sample preparation. Notwithstanding the numbered column method used to identify all sample listing columns, templates will be prepared for reports submitted on a recurring basis.

TYPED HEADINGS (NON-RECURRING REPORTS)														
NAME	W-WOMEN OFFICERS	SERVICE NUMBER	RANK CODE	PRIMARY MOS	COMP/RESERVE STATUS	CONTRACT LIMITATION	SPECIAL DESIGNATION	DEPENDENTS	TRAINING DESIGNATOR	UNIT CODE	FIRST ADD MOS	EOS	PEBD	
SMITH W A	1445811	E2	0100	A	1	U	3	T	87323	0311	1062	1053		
SMITH W A	1445811	E2	0100	A	1	U	3	T	87323	0311	1062	1053		

NUMBERED COLUMNS (NON-RECURRING REPORTS)														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
SMITH W A	1445811	E2	A	1	U	T	A	53	105	0100	0311	1057	554	87323
SMITH W A	1445811	E2	A	1	U	T	A	53	105	0100	0311	1057	554	87323

TEMPLATE (RECURRING REPORTS)														
NAME	W-WOMEN OFFICERS	SERVICE NUMBER	RANK CODE	COMP/RESERVE STATUS	CONTRACT LIMITATION	SPECIAL DESIGNATION	TRAINING DESIGNATOR	PULHES	YEAR OF PEBD	GCT SCORE	PRIMARY MOS	FIRST ADD MOS	EOS	UNIT CODE
SMITH W A	1445811	E2	A	1	U	T	A	53	105	0100	0311	1062	87323	
SMITH W A	1445811	E2	A	1	U	T	A	53	105	0100	0311	1062	87323	

COLUMN HEADINGS
FIGURE 6 - 1



PART B: REPORT COMPOSITION

6100 TITLE SECTION

1. The title section consists of a title page (Figure 6-2) and, on command or command group reports, an organizational page (Figure 6-3) on which is listed the titles and reporting unit codes of units covered in the report. The title page will show the following information:

Report Title
Reports Symbol Number
Command or Unit on which the report is prepared
Effective Date of report

In the case of reports on which a negative report is required, this condition will be indicated by submitting the appropriate title page with the word **NEGATIVE** listed below the title page header cards.

2. In addition to the above information, the standard certification and release stamp containing the following data will be entered on the title page of each copy of the report in the area of the upper right corner:

USMC Personnel Accounting System
Certification and Release
Date
/s/
Data Processing Officer
USMC DPI _____ (Location)

a. The original of the report will be signed by the Data Processing Officer, or his designated representative, and dated in the place provided by the certification and release stamp.

b. The certification and release stamp data may be machine listed.

c. The distribution of the report may be machine listed on the lower half of the title page. Listing of the distribution data on the title page is optional.

3. An organizational page (Figure 6-3) which is prepared for all reports on command or command groups, will consist of a listing of reporting unit titles and codes and the following data, as applicable, which may be stamped, hand written or machine listed:

a. Early cutoff date and/or missing unit diary number.

b. Activation date of units activated since last report.

c. Disbandment date of units disbanded since last report.

d. Transfer of accounting jurisdiction date of any unit lost by transfer to another DPI since last report.

e. Date assumed accounting jurisdiction of any unit joined to DPI since last report.

f. The notation, "Zero Strength", on all units which are at zero strength.

6105 RECAPITULATION SECTION

1. The recapitulation section consists of tabulated strengths which are prescribed within the job procedure.

6110 BODY SECTION

1. The body section will contain the information prescribed within the job procedure. The information in the body section, whether tabulations or listings, will be listed with a one inch upper and lower page margin (unless otherwise specified in the job procedure) and centered from left to right.

6115 PAPER STRIPPING AND ASSEMBLY

1. The listing paper will be carbon stripped, burst, assembled and bound with two removable fasteners in the left hand margin. The templates required for submission with the HQMC recurring reports will be attached following the title section of the report.

6120 CONTROL DATES

1. The control dates for preparation and submission of reports and/or tabulating cards to HQMC is specified in the narrative job procedures of this chapter. Exceptions, if any, to the standard number of report copies and due date to HQMC are promulgated by separate letter to the Data Processing Installation concerned.

USMC PERSONNEL ACCOUNTING SYSTEM
CERTIFICATION AND RELEASE
DATE: 14 June 1959

s/ *J. Colucci*
DATA PROCESSING OFFICER
USMC DPI 21 GARDEN CITY

MONTHLY COMPONENT/CLASS/RESERVE STATUS REPORT
REPORTS SYMBOL MC-1080-08
FIRST MARINE CORPS RESERVE AND RECRUITMENT DISTRICT
EFFECTIVE DATE 31 MAY 1959

REPORT COMPOSITION (TITLE SECTION)

FIGURE 6-2

OFF VOL RES 1ST MCRRD GARDEN CITY
 INAC STAT LIST OFF VOL RES 1ST MCRRD
 ENL VOL RES A-D 1ST MCRRD
 1ST RIFLE CO SPRINGFIELD MASS
 4TH INF CO MCR NEW YORK NY
 29TH INF CO MCR BUFFALO NY

80020
 80021
 80031
 80400
 80453
 80455

Missing Unit Diary No 86-59

REPORT COMPOSITION (TITLE SECTION)

FIGURE 6-3

PART C: REPORTS

6200 DESCRIPTION OF RECURRING REPORTS REQUIRED BY HQMC

1. AUDITING PERSONNEL ROSTER, Organized Reserve (JP 1505) - A name listing of Marine Corps personnel and personnel of other services who are carried on the rolls of the reporting unit, plus all the personnel dropped from the rolls during the effective period of the roster.
2. AUDITING PERSONNEL ROSTER, Volunteer Reserve (JP 1506) - A name listing of Marine Corps personnel who are carried on the rolls of the reporting unit, plus all the personnel gained to the rolls and dropped from the rolls during the effective month of the roster.
3. FOREIGN LANGUAGE REPORT OF ALL INACTIVE MARINE CORPS RESERVE PERSONNEL (JP 1516) - A name listing of Marine Corps personnel who are carried on the rolls of Organized and Volunteer Reserve reporting units by Foreign Language code.
4. MONTHLY COMPONENT/CLASS/RESERVE STATUS REPORT (JP 1513) - A tabulation of total number of Marine Corps personnel carried on the rolls of Organized and Volunteer Reserve reporting units by Component/Class/Reserve Status code.
5. MONTHLY GAIN AND LOSS STATEMENT, VOLUNTEER RESERVE (JP 1507) - A name listing of Marine Corps personnel gained to the rolls and Marine Corps personnel dropped from the rolls of Volunteer Reserve reporting units during the effective month of the roster.
6. NAVY PERSONNEL ASSIGNMENT LISTING (JP 1512) - A name listing of all Navy personnel carried on the rolls of Marine Corps Organized Reserve reporting units - Officers by designator code - Enlisted by Classification code.
7. OFFICER ASSIGNMENT LISTING, Organized Reserve Aviation Units (JP 1301) - A name listing of all officers carried on the rolls of Organized Reserve (Aviation) reporting units.
8. SEMIANNUAL TABULATION OF TRAINED AND UNTRAINED INACTIVE MARINE CORPS RESERVE PERSONNEL (JP 1515) - A tabulation of the total number of Marine Corps Personnel carried on the rolls of Organized and Volunteer Reserve reporting units by training designator code.
9. SPECIAL ASSIGNMENT LISTING, ORGANIZED RESERVE AVIATION UNITS (JP 1401) - A name listing of all enlisted personnel carried on the rolls of Organized Reserve (Aviation) reporting units.



PART D: JOB PROCEDURES

6300 GENERAL

1. All Personnel Accounting Job Procedures which direct report and/or card submission to HQMC are contained in this chapter in narrative form.

6301 DEFINITION AND SCOPE OF NARRATIVE JOB PROCEDURES

1. Narrative Job Procedure Defined: A narrative EAM procedure is one that is prepared to provide Data Processing Installations with all the essential information necessary to complete an administrative job requirement.

2. Narrative Job Procedure Scope: Narrative procedures will include a statement of the objectives, details pertaining to source documents, card formats, card files used and details of the final reports or results desired, together with a general outline of the clerical and machine steps or operations necessary to produce the desired results. A flow chart depicting these steps or operations will accompany each narrative. Internal auditing and control requirements will also be included.

3. Data Processing Installations having a requirement to execute a narrative job procedure for report/and/or tabulating card submission to Headquarters Marine Corps will prepare a detailed job procedure for the use of operator personnel, using the narrative job procedure as a guide.

4. Type Bars: Since wiring diagrams are not included in the scope of the narrative job procedure, determination of all machine wiring requirements will be at the discretion of the Data Processing Officer.

a. Interpreter Type Bars - Use of interpreter type bars will be governed either by type bar indication printed on the tabulating card or as directed in the procedure. In the absence of specification for type bar usage, interpretation is not required for Headquarters Marine Corps submission.

b. Accounting Machine Type Bars - Use of accounting machine type bars will be governed by the content of the report. The only restriction placed upon the field DPI in the selection of accounting machine type bars (and spacing between columns of information) is that the information printed on the finished report be in the same order and as proximate to the sample listing provided in the narrative job procedure as is possible.

4. The completed reports and/or tabulating cards thus produced must satisfy the objectives as set forth in the narrative job procedure instructions.

6302 DEFINITION AND SCOPE OF DETAILED JOB PROCEDURES

1. Detailed Job Procedure Defined: A detailed EAM job procedure is one that is prepared to provide Data Processing Installation operator personnel with all the essential information that will tell them how to perform each step or operation necessary to satisfy the requirements of a narrative EAM procedure.

2. Detailed Job Procedure Scope: Detailed procedures will include a statement of the objectives, details pertaining to source documents, card formats, card files used, and final reports or results desired together with detailed sheets describing how each clerical or machine operation will be accomplished. Wiring diagrams and test decks will also be included. Flow charts are optional.

6303 REPORT COPIES

1. The number of report copies required by Headquarters Marine Corps is specified in the narrative job procedure.
2. The number of copies (if any) of HQMC reports furnished the command and/or reporting unit will be governed by the requirements of the command and/or reporting unit and the value of the report at the local level. In addition, paragraph 6101.5 PRAM requires receipt of certain reports by the command and/or reporting unit for audit purposes. Frequent promulgation to local commands of the coverage of HQMC reports and periodic evaluation of report usage will insure maximum economy of man hours, machine hours and supplies.
3. In cases where it is determined there is a definite need for machine prepared reports at the command or reporting unit level and copies of HQMC report requirements are found not to suffice, a local job procedure (recurring or non-recurring) will be established.
4. If, upon the periodic evaluation of report usage initiated by the commander exercising accounting jurisdiction, a command signifies receipt of a given report is not desired (nor required by HQMC) a copy of the report will not be furnished.

6304 - 6319 NOT UTILIZED

6320 NARRATIVE JOB PROCEDURES

1. The Narrative Job Procedures set forth herein provide processing instructions necessary to operate the Personnel Accounting System and for the preparation of reports therefrom. Deviations from the requirements of these procedures are not authorized without prior approval of the Commandant of the Marine Corps (Code DGB).

1. Personnel Job Procedure Number 1301.

JP 1301

2. Report Title - OFFICER ASSIGNMENT LISTING, ORGANIZED RESERVE, AVIATION
UNITS (Reports Symbol MC-1301-06)

3. GENERAL - The Officer Assignment Listing is used at HQMC to control the assignment of officers within Organized Reserve aviation units.

4. Coverage - The Officer Assignment Listing is prepared monthly, as of the last day of the month, and will include all officers on the rolls of Organized Reserve aviation units under the accounting jurisdiction of Data Processing Installation #19, Marine Air Reserve Training Command.

5. Listing Arrangement (Sequence):

a. The report is to be prepared in two sections, each section to contain information as follows:

(1) TABULATION OF PRIMARY MOS

Rank totals (minor) will be spread for each MOS and a total (final) of the entire MOS tabulation, spreading rank totals. Tabulation is single spaced.

(2) BODY SECTION (NAME LISTING)

The body section of the report is to contain a listing of accounting cards of the officers involved, double spaced, spreading the personnel information and totals prescribed in the sample listing, in sequence by 8 columns alpha name; by rank code; by primary MOS; and by reporting unit.

The totals to be shown within the body section of the report are the total of the officers, spreading rank totals in each primary MOS (minor) and a total of the officers, spreading rank totals for the reporting unit (inter), with page ejection on reporting unit.

6. Number of Report Copies Required by HQMC:

a. The report will be forwarded to HQMC as an original and two (2) copies.

7. Control Date:

a. The report is due at HQMC (Code DGB) by the 25th day of the month following the month for which prepared, i. e., 31 January report is due 25 February.

8. Card Submission:

a. None.

JOB PROCEDURE FLOW CHART

Report or Process Title

Officer Assignment Listing, Organized Reserve, Aviation Units
(Reports Symbol MC-1301-06)

Job Procedure No. 1301STEP AND OPERATION DESCRIPTION

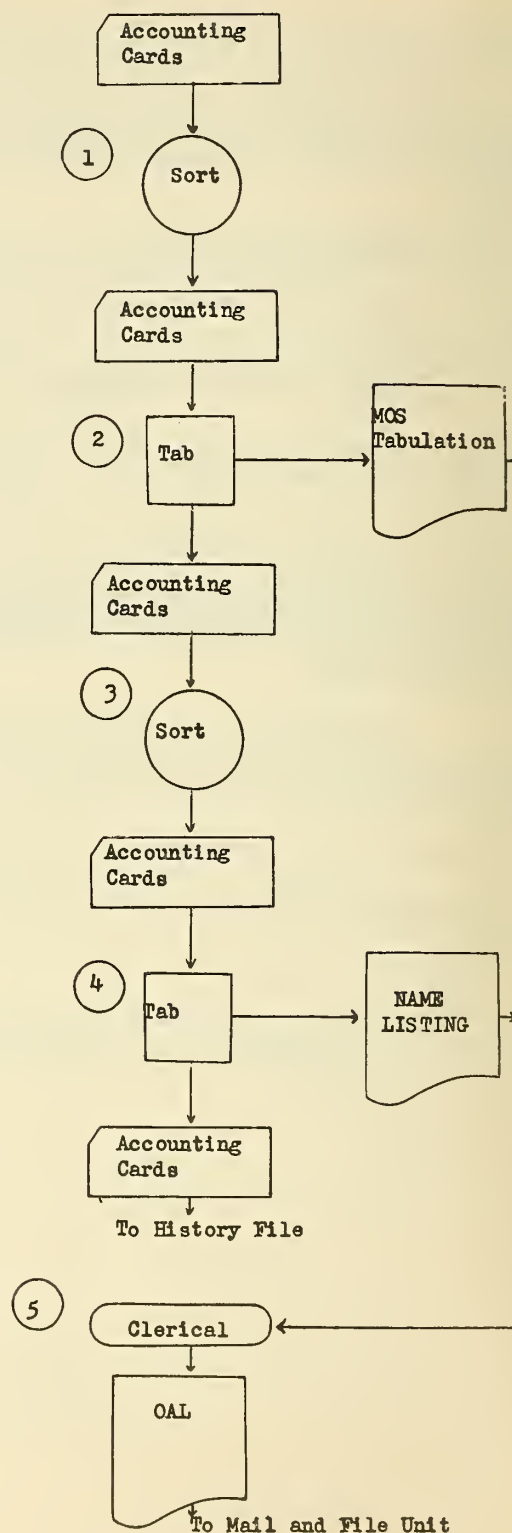
1. Reproduced officer PERSONNEL ACCOUNTING CARDS (Active and inactive Establishment) from analyst files. Officers of other services are not included. Sort cards on Primary MOS. Sorted cards to Step 2.

2. Cards from Step 1. Tabulate, controlling minor on Primary MOS, with final total on last card. Tabulation to Step 5. Cards to Step 3.

3. Cards from Step 2. Sort all cards 8 columns alpha name; by rank code, by primary MOS and by reporting unit. Cards to Step 4.

4. Cards from Step 3. Prepare a standard name listing (see sample) with a minor total on primary MOS, spreading rank and an intermediate total on reporting unit, spreading rank. Page eject on reporting unit. Listing to Step 5. Cards to history file.

5. MOS Tabulation from Step 2. Name Listing from Step 4. Prepare a title sheet and organization composition sheet. Assemble as follows: Title sheet, organization composition sheet, MOS tabulation sheet and Name Listing. Report to Mail and File Unit.



(Tabulation of Primary MOSs)

	1	2	3	4	5	6	7	8
0102	5			1	4			
0130	56			4	14	19	17	2
2715	2							2
3402	3					1	1	1
3502	15				1	7	5	2
	81			5	19	27	23	7

Column	Item of Information
1	Total Rank Spread
2	Total Generals
3	Total Colonels
4	Total Lieutenant Colonels
5	Total Majors
6	Total Captains
7	Total Lieutenants
8	Total CWO/WO

OFFICER ASSIGNMENT LISTING, ORGANIZED RESERVE AVIATION UNITS

1	23	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ADAMS PRICE	FW 04 OH 04	A A	A A	A A	1 3	A B	8 8		127 122	T T	04142 04142	112 777	128 041	1039 842	7307 7331		042468 031889	16 24
CLEVELAND INGRAM	WL 03 KS 03	A A	A A	A A	1 1	A A	8 Q	659	118 121	T T	04142 04142	415 815	041 018	349 651	7331 1302	2	058791 060737	28 27
DODSON KLING WILLIAMS	RR 02 WF 02 SM 02	A A A	A A A	A 1 A	1 B A	A Q 8	Q Q 8	961 261 119	130 122 119	T T T	04142 04142 04142	523 728 422	157 999 999	953 253 550	7331 0202 7331	6406	066785 068127 064525	31 33 32
CLAUSEN	PE W1	A	A	A	3	A	8	131	131	T	04142	112	196	1043	6702		076602	14
											1				2	2	3	1
											8							1

Item of Information

1	Last Name
2	First Initial
3	Second Initial
4	Rank Code
5	Component/Class/Reserve Status
6	Special Designation
7	Dependents
8	Physical Category
9	Obligor Designator
10	Expiration of Obligated Service
11	GCT
12	Training Designator
13	Reporting Unit Code/Total Rank Spread
14	Civilian Education/Total Generals
15	Civilian Occupation/Total Colonels
16	Pay Entry Base Date/Total Lt Colonels
17	Primary MOS/Total Majors
18	1st Additional MOS/Total Captains
19	Service Number/Total Lts
20	Year of Birth/Total CWO/WO

2. Report Title - SPECIAL ASSIGNMENT LISTING, ORGANIZED RESERVE, AVIATION UNITS (Reports Symbol MC-1306-08).

3. GENERAL - The Special Assignment Listing is used at HQMC to control the assignment of enlisted personnel within Organized Reserve aviation units.

4. Coverage - The Special Assignment Listing is prepared monthly, as of the last day of the month, and will include all enlisted personnel on the rolls of Organized Reserve aviation units under the accounting jurisdiction of Data Processing Installation #19, Marine Air Reserve Training Command.

5. Listing Arrangement (Sequence):

a. The report is to contain a listing of accounting cards of the enlisted personnel involved, single spaced, spreading the personnel information prescribed in the sample listing, in sequence by 8 columns alpha name, by rank code (inverted), by primary MOS and by reporting unit.

b. Authorized MOS Strength cards with rank spread and Authorized Reporting Unit Strength cards with rank spread, which are maintained in the Data Processing Installation, will be listed as shown in the sample listing.

c. Total of each Occupational Field (minor), spreading rank totals, and a total of reporting unit strength (inter), spreading rank totals, with page ejection on reporting unit.

6. Number of Report Copies Required by HQMC:

a. The report will be forwarded to HQMC as an original and two (2) copies.

7. Control Date:

a. The report is due at HQMC (Code DGB) by the 20th day of the ~~month~~ following the month for which prepared, i. e., 31 January report is due 20 February.

8. Card Submission:

a. None.

JOB PROCEDURE FLOW CHART

Report or Process Title

Special Assignment Listing, Organized Reserve, Aviation Units
(Reports Symbol MC-1306-08)

Job Procedure No. 1401

STEP AND OPERATION DESCRIPTION

1. Reproduce enlisted PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) from analyst files. Personnel of other services are not included.

a. Sort cards 1 column alpha name and then by rank code, removing cards from sorter in reverse order (i. e., E9, E8, E7, etc).

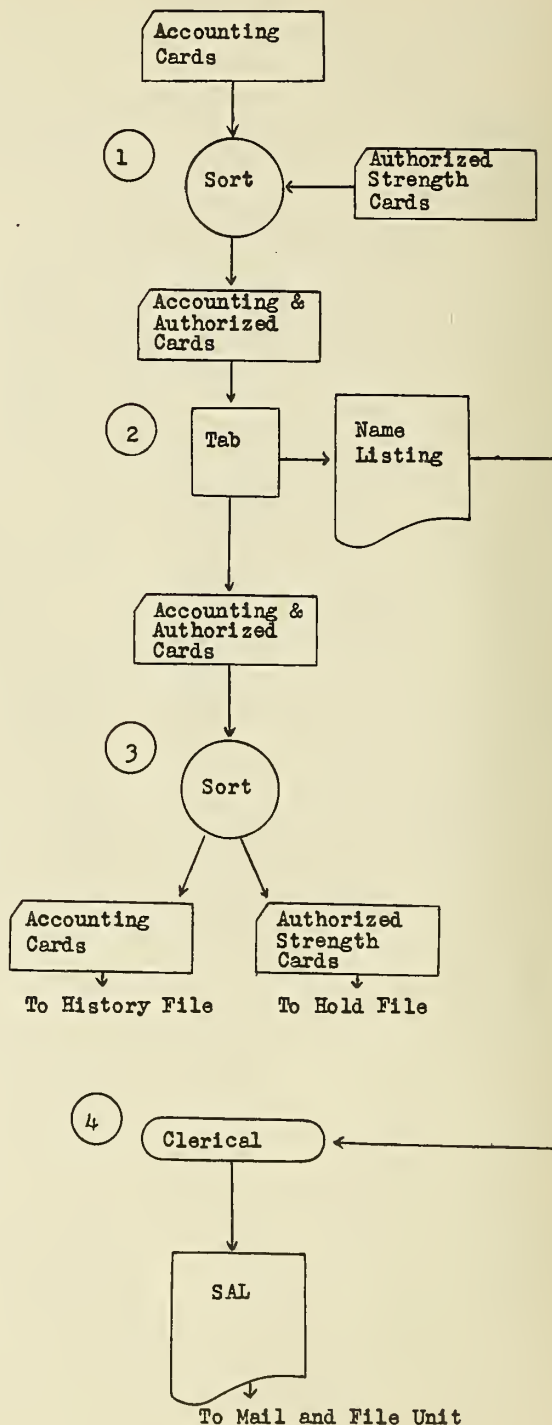
b. Authorized MOS Strength cards and Authorized Reporting Unit Strength cards from file are placed behind the accounting cards. Sort on primary MOS and then by reporting unit code.

Cards to Step 2.

2. Cards from Step 1. List cards, spreading information as shown in sample listing. Listing to Step 4. Cards to Step 3.

3. Cards from Step 2. Separate Authorized cards from accounting cards. Authorized cards are returned to appropriate file. Accounting cards to History File.

4. Listing from Step 2. Prepare a title sheet and organization composition sheet. Assemble as follows: Title sheet, organization composition sheet and name listing. Report to Mail and File Unit.



SPECIAL ASSIGNMENT LISTING, ORGANIZED RESERVE AVIATION UNITS

JP 1401

1	23	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
KALISEN	FJ	E2	K			A	H	663	113	T	04763	522	261	657	0100		1658797	35
ENL AUTH 0141										4				1	1	1	1	1
										1								1
MALONEY	TJ	E2	K			C	H	464	131	T	04763	713	001	458	0200		1690120	35
ENL AUTH 0231										2						1	1	1
										1								1
BURNETTE	JG	E2	K			A	H	564	130	T	04763	518	999	558	0300		1690075	38
YEAGER	DL	E2	K			A	H	861		U	04763	112	999	855	0300		1557041	36
										2								2
DERVIN	RL	E1	K			A	H	764	124	T	04763	413	999	758	3000		1690125	37
ENL AUTH 3011										1							1	1
SEEF	PJ	E5	A			A	8	959	121	T	04763	422	735	950	3041		1129364	32
ENL AUTH 3041										1							1	1
ENL AUTH 3071										2						1	1	1
										2						1	1	1
TOT AUTH 9999										10				1	2	2	4	1
										6					1			5

COLUMN

ITEM OF INFORMATION

TOTALS

1	Last Name	
2	First Initial	
3	Second Initial	
4	Rank Code	
5	Component/Class/Reserve Status	
6	Special Designation	
7	Dependents	
8	Pulhes	
9	Obligor Designator	
10	Expiration of Obligated Service	
11	GCT	
12	Training Designator	Total Rank Spread
13	Reporting Unit Code	E9
14	Civilian Education	E8
15	Civilian Occupation	E7
16	Pay Entry Base Date	E6
17	Primary MOS	E5
18	1st Additional MOS	E4
19	Service Number	E3
20	Year of Birth	E2-E1

2. Report Title - ANALYST FILE PROCESSING, INACTIVE RESERVE

3. GENERAL

a. Purpose - The purpose of this procedure is to provide instructions for the preparation of the various tabulating cards used within the Reserve Establishment.

b. Type of Cards - The following types of cards are prepared:

MC PERSONNEL ACCOUNTING CARD (Active and Inactive Establishment)
NAVMC 10237-PD (Revised 1-59)

Manila Gray Top Stripe URCC	Analyst (Organized)
Manila Yellow Top Stripe URCC	Analyst (Volunteer)
Manila Blue Top Stripe ULCC	HQMC (Organized & Volunteer)
Manila No Stripe ULCC	Local (Organized & Volunteer)

MC RESERVE PERSONNEL ACCOUNTING CARD (Inactive) NAVMC 980-PD
(Revised 3-59)

Manila Green Top Stripe ULCC	Analyst (Organized)
Manila Red Top Stripe ULCC	Analyst (Volunteer)
Manila No Stripe URCC	Local (Organized & Volunteer)

MC PERSONNEL STATIC CARD (NAVMC 954-PD) (Revised 3-58)

Manila Yellow Top Stripe URCC	HQMC
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GENERAL PURPOSE TABULATING CARD (5081)

Name and Service Number Change Card
 Batch Control Card
 Batch Control Correction Card
 Batch Control Date Card

4. Coverage:

a. Steps 1 through 15 cover the preparation of all tabulating cards enumerated in paragraph 3. b with the exception of the MC RESERVE PERSONNEL ACCOUNTING CARD (Inactive).

b. Steps 16 through 20 cover the preparation of the MC RESERVE PERSONNEL ACCOUNTING CARD (Inactive).

5. Listing Arrangement (Sequence):

a. To provide a control over the strength balance of the accounts, a control listing of the MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) is established. The control listing results from a combination listing and tabulation of the MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) in the same sequence as reported on the source document, adjusts the totals contained in the unit batch control card, causes the summary punching of new batch control cards and contains a listing of as much of the information in the accounting cards as is deemed desirable by the NCO in Charge of the Data Processing Installation. The type of change code in the accounting cards controls the counters in the accounting machine (see paragraph 3290.10).

b. Control listing of the MC RESERVE PERSONNEL ACCOUNTING CARDS (Inactive) is not required.

c. The auditing analyst uses the control listing of the MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) to verify the batch control card totals and to compare against the strength balance of the reporting unit account. In addition, the control list furnishes a means of researching to locate errors in processing which may escape the auditing analyst at the time he audits the coding. It further furnishes the Chief Analyst a method of reviewing the analyst processing to determine whether corrective action is necessary.

d. The batch control cards resulting from the control listing of the MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) are used to verify the strength balance of both the MC PERSONNEL ACCOUNTING CARD (Active and Inactive Establishment) file and the MC RESERVE PERSONNEL ACCOUNTING CARD (Inactive) file.

6. Number of Report Copies Required by HQMC:

a. None.

7. Control Date:

a. Daily or as required.

8. Card Submission:

a. MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) are released by the auditing analyst after control listing to the EAM Operations Unit for preparation of duplicate transfer type accounting cards and insertion into the HQMC Forwarding Daily Hold File.

b. MC RESERVE PERSONNEL ACCOUNTING CARDS (Inactive) are forwarded by the EAM Operations Unit to the Mail and File Unit in the case of transfers between Reserve Establishment DPIs.

c. MC PERSONNEL STATIC CARDS and Name and Service Number Change Cards (5081) are released by the auditing analyst to the EAM Operations Unit for insertion into the HQMC Forwarding Daily Hold File.

d. BATCH CONTROL CARDS, BATCH CONTROL CORRECTION CARDS and BATCH CONTROL DATE CARDS are retained by the auditing analyst after control listing.

JOB PROCEDURE FLOW CHART

Report or Process Title

Analyst File Processing, Inactive Reserve

JOB PROCEDURE NO. 1501

STEP AND OPERATION DESCRIPTION

1. Analyst work group will be received from the Analyst Auditing Section. The sequence of cards will be maintained as received. Key punching of the MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) will be accomplished on the format prescribed for Analyst file; others on appropriate type (See paragraph 3. b). Key punched cards and source documents to Step 2.

2. All key punched cards will be key verified. Errors in punching will be corrected at this time. After verification, coded accounting cards will be separated from the newly punched cards. Coded accounting cards and source documents will be returned to the Analyst Auditing Section.

MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) and MC PERSONNEL STATIC CARDS to Step 4

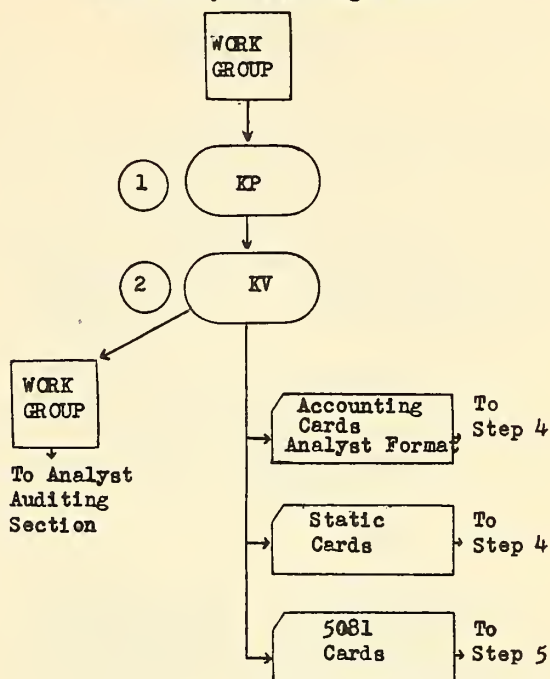
Name and Service Number Change Cards (5081); Batch Control Correction Cards (5081); and Batch Control Date Cards (5081) to Step 5

3. GANG PUNCH - Groups of MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) received from the Analyst Auditing Section for gang punching should have a header card, with information to be gang punched thereon, in front of each group. Prepare two groups of gang punch cards, one for the Analyst file and one for HQMC (See paragraph 3. b.).

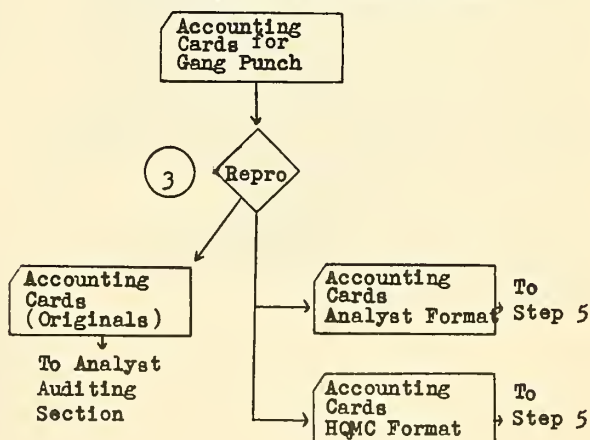
Original cards to Analyst Auditing Section

Newly punched cards to Step 5.

From Analyst Auditing Section



From Analyst Auditing Section



JOB PROCEDURE FLOW CHART

Report or Process Title

Analyst File Processing, Inactive Reserve

JOB PROCEDURE NO. 1501

STEP AND OPERATION DESCRIPTION

4. MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) and MC PERSONNEL STATIC CARDS from Step 2. Reproduce:

MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) onto format for forwarding to HQMC
MC PERSONNEL STATIC CARDS twice onto static card format

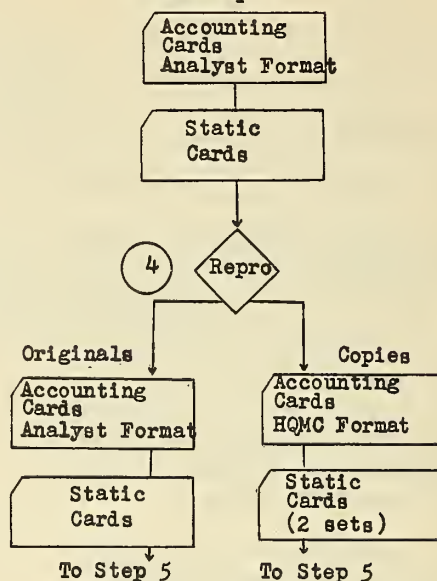
All cards to Step 5.

5. Cards from Steps 2, 3 and 4 - Interpret all cards upper and lower lines except MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) for HQMC which will be interpreted upper line only.

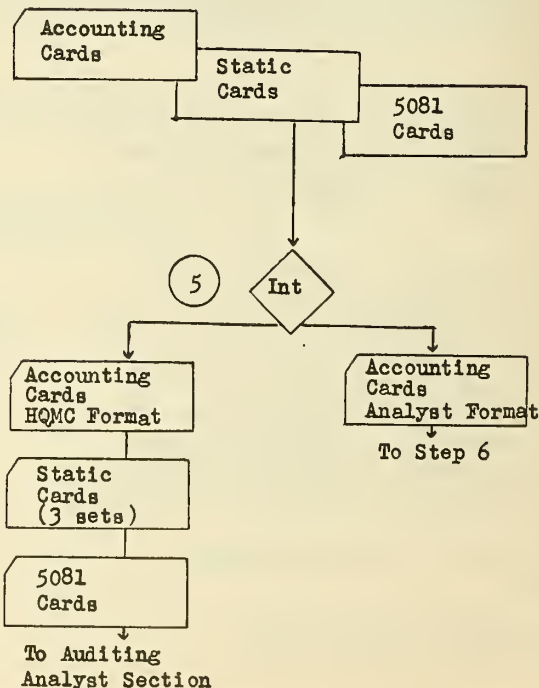
MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) for HQMC; three (3) sets of MC PERSONNEL STATIC CARDS; Name and Service Number Change Cards (5081); Batch Control Correction Cards (5081); and Batch Control Date Cards (5081) to Analyst Auditing Section in same sequence as received from the Analyst Auditing Section.

MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) for Analyst file to Step 6.

From Step 2



Cards from Steps 2, 3, 4



JOB PROCEDURE FLOW CHART

Report or Process Title

Analyst File Processing, Inactive Reserve

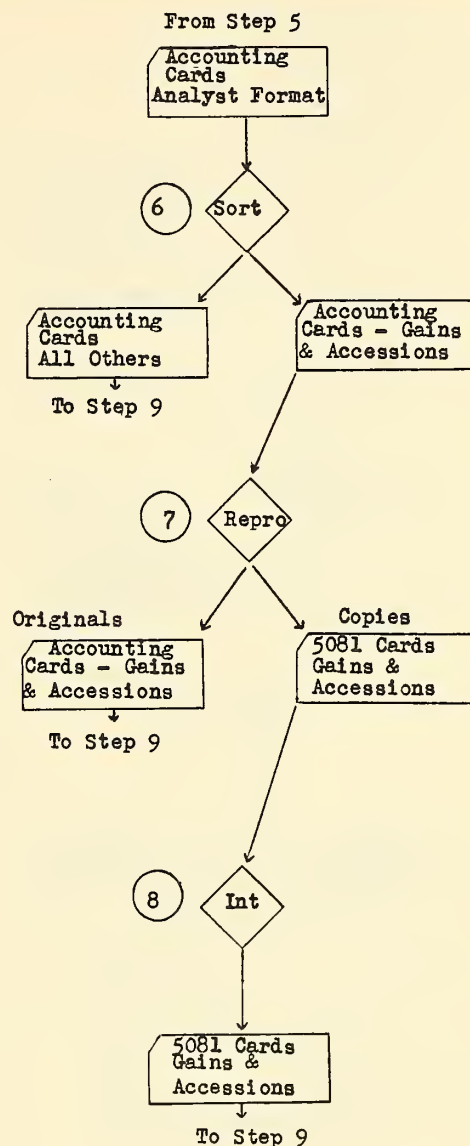
JOB PROCEDURE NO. 1501

STEP AND OPERATION DESCRIPTION

6. MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) from Step 5. Sort, selecting all gains and accessions to Volunteer Reserve reporting units. Selected cards to Step 7. All other accounting cards to Step 9.

7. MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) from Step 6. Reproduce 80x80 onto 5081 format. Original cards to Step 9. Reproduced 5081 cards to Step 8.

8. 5081 cards from Step 7. Interpret upper and lower lines. (These are the "Gain" cards to be used in the preparation of Auditing Personnel Rosters and Gain and Loss Statements for Volunteer Reserve reporting units.) Cards to Step 9.



Report or Process Title

Analyst File Processing, Inactive Reserve

Job Procedure No. 1501

STEP AND OPERATION DESCRIPTION

9. MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) from Steps 6 and 7 - sort into analyst file sequence.

Gain cards (5081) from Step 8 - sort into analyst file sequence.

Cards to cognizant analyst.

10. CONTROL LISTING

The following types of cards will be released by the Auditing Analyst, in the sequence named, to the EAM Operations Unit for control listing:

Batch Control Card (5081)

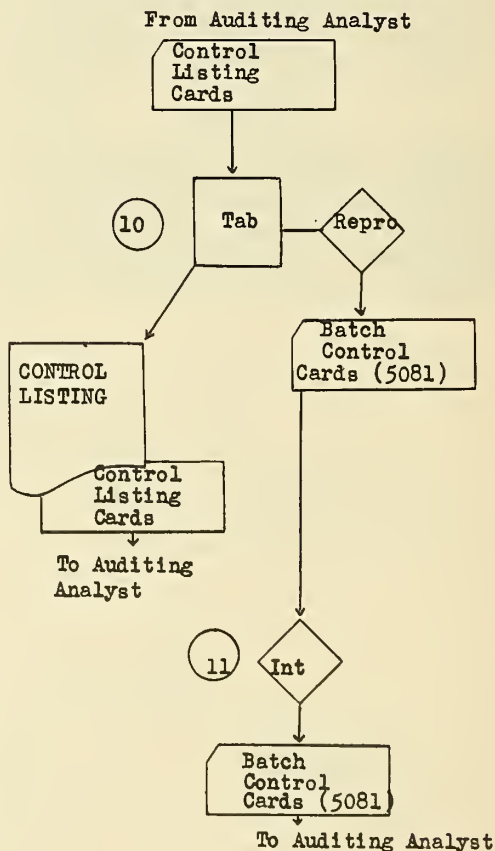
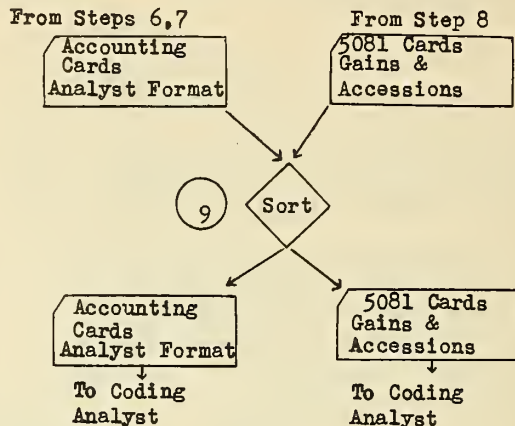
Batch Control Date Card (5081)

Batch Control Correction Cards (5081)

MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) on format for forwarding to HQMC

Cards will be control listed with content of the control listing at the option of the NCOinC. Control Listing and cards control listed are set aside until the completion of Step 11. Batch control card summary punched during the control listing operation to Step 11.

11. Summary punched batch control cards are interpreted upper and lower lines. Cards control listed, control listing and newly punched batch control cards to Analyst Auditing Section.



JOB PROCEDURE FLOW CHARTReport or Process Title

Analyst File Processing, Inactive Reserve

Job Procedure No. 1501STEP AND OPERATION DESCRIPTION

12. After verification of the control listing, the following types of cards will be released by the Auditing Analyst to the EAM Operations Unit: (See Note below)

MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) for HQMC

MC PERSONNEL STATIC CARDS (One for each enlisted accession type of change)

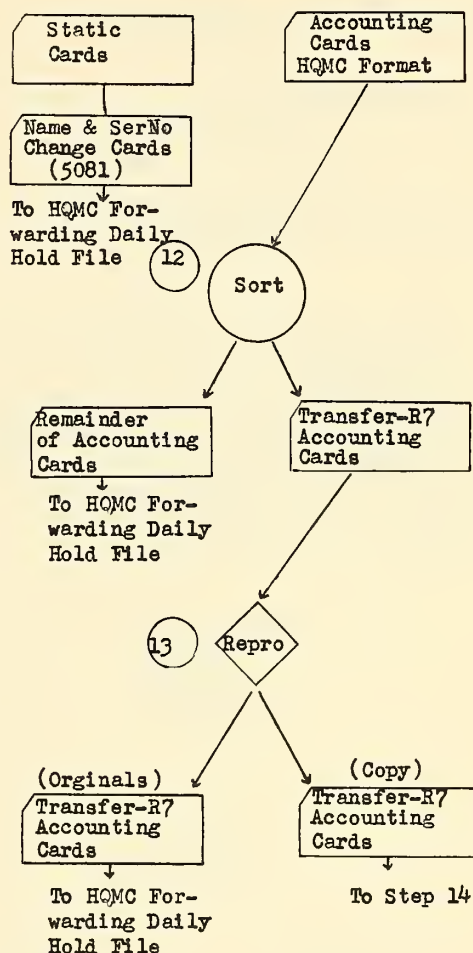
Name and Service Number Change Cards (5081) (one for each MC Personnel Accounting Card containing a name or service number type of change)

MC PERSONNEL STATIC CARDS and Name and Service Number Change Cards (5081) to HQMC Forwarding Daily Hold File.

MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) are sorted on type of change. Transfer and R7 types of change accounting cards to Step 13. Remaining MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) to HQMC Forwarding Daily Hold File.

13. Accounting cards from Step 12. Reproduce, 80x80 on format designed for local usage (see paragraph 3. a). Original accounting cards to HQMC Forwarding Daily Hold File. Reproduced accounting cards to Step 14.

NOTE: Tabulating cards of personnel of other services are not released for forwarding to HQMC.

From Analyst Auditing Section

JOB PROCEDURE FLOW CHART

Report or Process Title

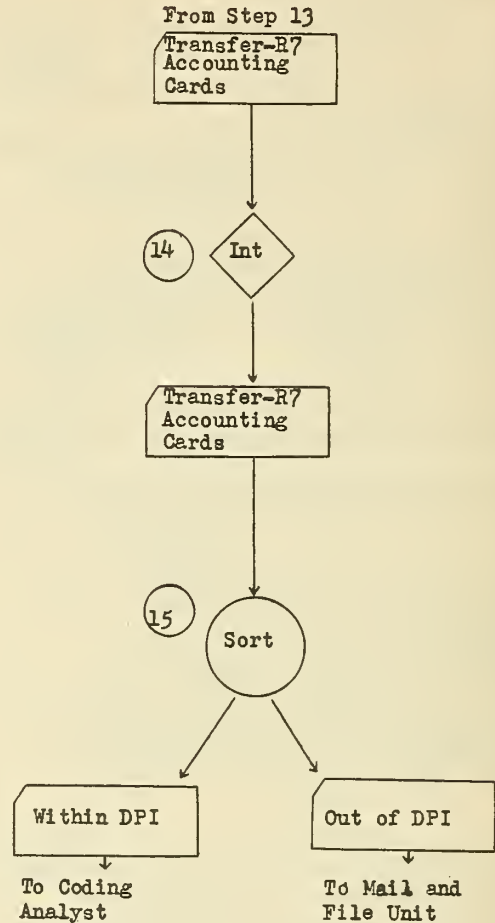
Analyst File Processing, Inactive Reserve

Job Procedure No. 1501

STEP AND OPERATION DESCRIPTION

14. Accounting cards from Step 13. Interpret upper and lower lines. Cards to Step 15.

15. Accounting cards from Step 14. Sort on type of change. Transfers within the DPI are sorted on reporting unit to which transferred and are forwarded to cognizant coding analyst. Transfers out of the accounting jurisdiction of the DPI are sorted on "New DPI" field and forwarded to the Mail and File Unit for transmittal to the cognizant DPI.



JOB PROCEDURE FLOW CHART

Report or Process Title

Analyst File Processing, Inactive
Reserve

Job Procedure No., 1501

STEP AND OPERATION DESCRIPTION

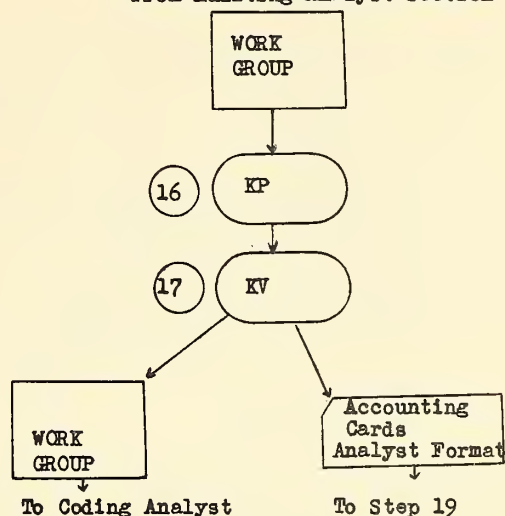
MC RESERVE PERSONNEL ACCOUNTING CARD (Inactive) - Not prepared for personnel of other services.

16. Analyst work group will be received from the Analyst Auditing Section. Key punching of the MC RESERVE PERSONNEL ACCOUNTING CARDS (Inactive) will be accomplished on the format prescribed for the Analyst file. Key punched cards and source documents to Step 17.

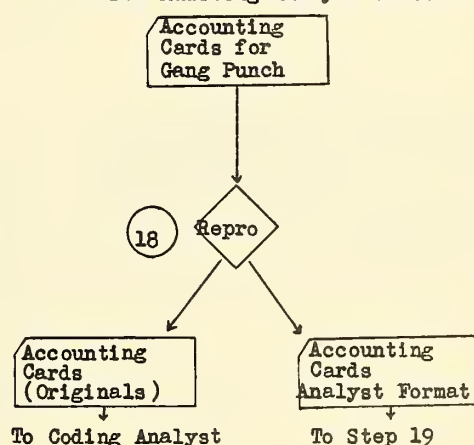
17. All key punched cards will be key verified. Errors in punching will be corrected at this time. After verification, coded accounting cards will be separated from the newly punched cards. Coded accounting cards and other source documents used in the punching of these cards will be forwarded to the cognizant coding analyst. Newly punched MC RESERVE PERSONNEL ACCOUNTING CARDS (Inactive) to Step 19.

18. GANG PUNCH - Groups of accounting cards received from the Analyst Auditing Section for gang punching should have a header card, with information to be gang punched thereon, in front of each group. Prepare one (1) group of gang punch cards on the format prescribed for Analyst file. Original cards will be forwarded to the cognizant coding analyst. Newly punched cards to Step 19.

From Auditing Analyst Section



From Auditing Analyst Section



JOB PROCEDURE FLOW CHART

Report or Process Title

Analyst File Processing, Inactive
Reserve

Job Procedure No. 1501

STEP AND OPERATION DESCRIPTION

19. MC RESERVE PERSONNEL AC-
COUNTING CARDS (Inactive) from Steps
17 and 18. Interpret cards on upper and
lower lines. Cards to Step 20.

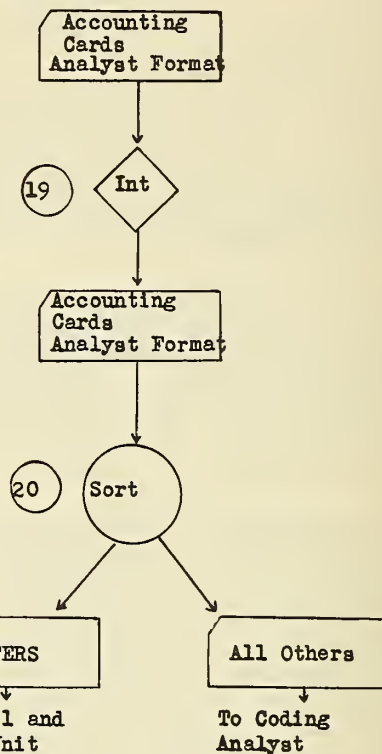
20. Accounting cards from Step 19.
Sort cards on type of change.

*TRANSFERS - Sort on "New DPI"
field and forward to the Mail and File
Unit for transmittal to cognizant DPI.

ALL OTHERS - Sort into analyst file
sequence and forward to cognizant coding
analyst.

*NOTE: Analyst coding instructions as
contained in Chapter 3 specifies only
transfers between Reserve Establish-
ment DPIs are to be coded on the MC
RESERVE PERSONNEL ACCOUNTING
CARD (Inactive)

From Steps 17, 18



1. Personnel Job Procedure Number 1503.

2. Report Title - HQMC FORWARDING PROCEDURE, INACTIVE RESERVE

3. GENERAL - The purpose of this procedure is to provide instructions for the weekly forwarding to HQMC of the various tabulating cards used within the Reserve Establishment.

4. Coverage:

a. All tabulating cards contained in the HQMC Forwarding Daily Hold File from Personnel Job Procedure Number 1501 (Analyst File Processing, Inactive Reserve) are forwarded to HQMC after screening to determine validity.

b. Tabulating cards for both Organized and Volunteer Reserve accounts are processed concurrently, without distinction being made due to type of account.

5. Listing Arrangement (Sequence):

None.

6. Number of Report Copies Required by HQMC:

None.

7. Control Date:

To arrive at HQMC by 1630 on Monday of each week.

8. Card Submission:

a. All MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) NAVMC 10237-PD (Revised 1-59), including earlier date accounting cards, if any.

b. One (1) MC PERSONNEL STATIC CARD (NAVMC 954-PD) (Revised 3-58) for each MC PERSONNEL ACCOUNTING CARD (Active and Inactive Establishment) containing an enlisted accession type of change which requires submission of a matching static card.

c. One (1) Name and Service Number Change Card (5081) for each MC PERSONNEL ACCOUNTING CARD (Active and Inactive Establishment) containing a name or service number type of change.

JOB PROCEDURE FLOW CHART

Report or Process Title

HQMC Forwarding Procedure, Inactive Reserve

Job Procedure No. 1503

STEP AND OPERATION DESCRIPTION

1. Cards from HQMC Forwarding Daily Hold File. Separate cards into the following groups:

a. Accounting cards with 4 Series type of change.

b. Accounting cards with all other types of change in service number sequence.

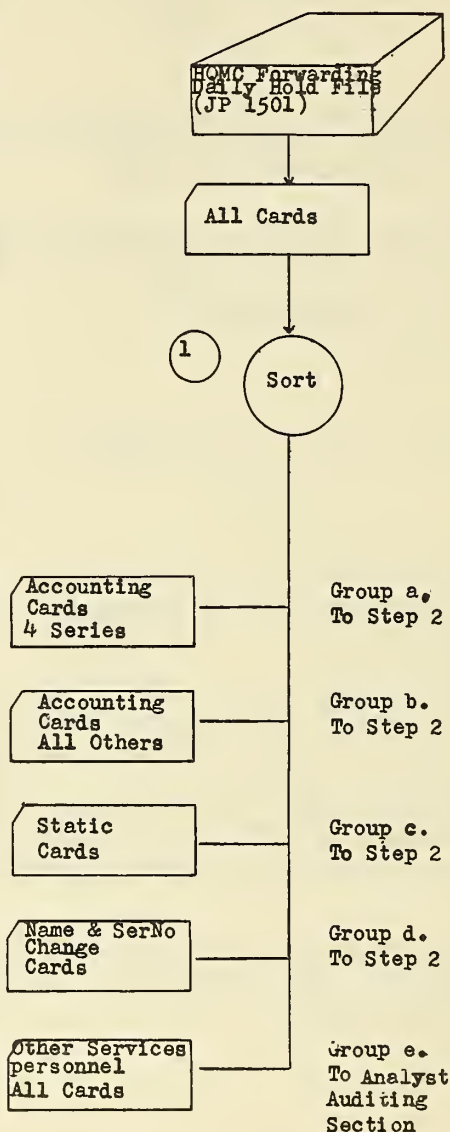
c. Static cards in service number sequence.

d. Name and Service Number Change cards.

e. Accounting cards, static cards and Name and Service Number Change cards of personnel of other services.

Forward groups a, b, c and d to Step 2.

Forward group e to Analyst Auditing Section. Cards for personnel of other services are not forwarded to HQMC.



JOB PROCEDURE FLOW CHART

Report or Process Title

HQMC Forwarding Procedure, Inactive Reserve

Job Procedure No. 1503

STEP AND OPERATION DESCRIPTION

2. Groups a, b, c and d from Step 1.

Manually compare groups a, b and c against group d, insuring that:

For each accounting card bearing a 4 Series type of change there is a Name and Service Number Change Card.

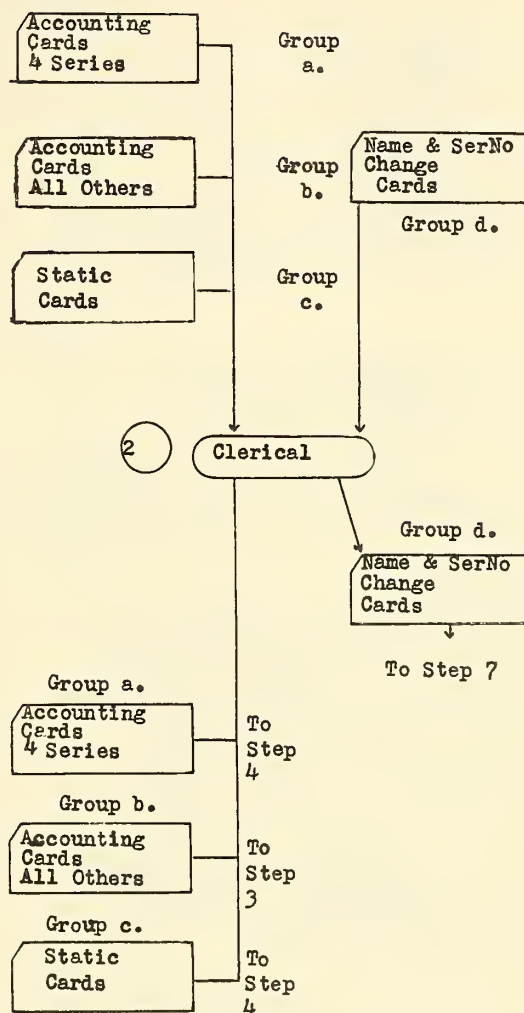
Accounting cards bearing an "old" name or service number are corrected to reflect the "new" name or service number as contained in the Name and Service Number Change Card. (Do not alter type and date of change in the accounting card).

Static cards bearing an "old" name or service number are corrected to reflect the "new" name or service number as contained in the Name and Service Number Change Card.

Upon completion of the reconciliation (performed in conjunction with the Analyst Auditing Section) and return of all cards to their respective groups:

Forward group b to Step 3;
Forward groups a and c to Step 4;
Forward group d to Step 7

Cards from Step 1



JOB PROCEDURE FLOW CHART

Report or Process Title

HQMC Forwarding Procedure, Inactive Reserve

Job Procedure No. 1503

STEP AND OPERATION DESCRIPTION

3. Group b from Step 2. Select accession types of change (all "A" series) cards from group b, retaining service number sequence within each group. Selected cards and all others to Step 4.

4. Group a from Step 2;
Group b accessions from Step 3;
Group b "all others" from Step 3;
Group c from Step 2

Manually compare group c (static cards) against group b (accessions) - (SEE NOTE BELOW):

Unmatched static cards are compared against "all other" accounting cards from group b and 4 series accounting cards (group a). If matched, accounting card and static card to Analyst Auditing Section for reconciliation. If unmatched, static card to Analyst Auditing Section for reconciliation.

Unmatched accession accounting cards (group b) which require a matching static card to Analyst Auditing Section for reconciliation.

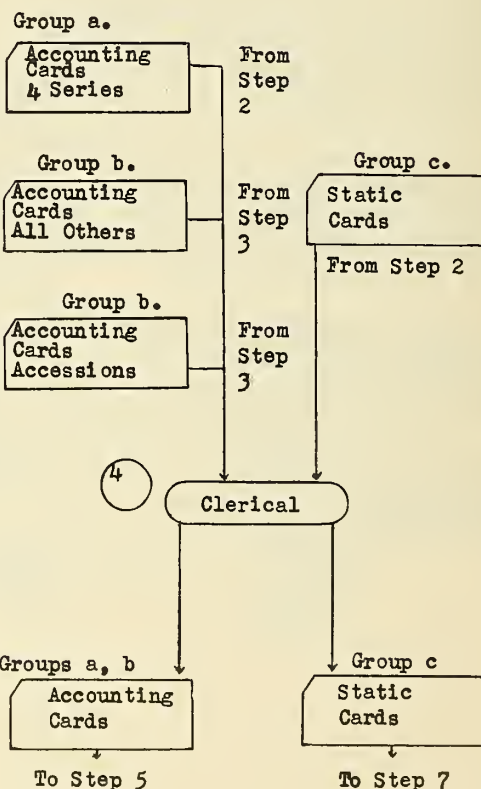
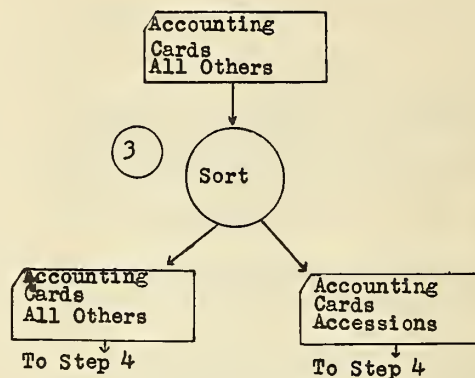
Upon completion of the reconciliation (performed in conjunction with the Analyst Auditing Section) and return of all cards to their respective groups:

Combine group a and both portions of group b and forward to Step 5.

Static cards (group c) to Step 7.

NOTE: Matching static card is not required for officer accessions.

Group b from Step 2



JOB PROCEDURE FLOW CHART

Report or Process Title

HQMC Forwarding Procedure, Inactive Reserve

Job Procedure No. 1503

STEP AND OPERATION DESCRIPTION

5. Accounting cards from Step 4. Sort cards into Primary MOS sequence, separating officers from enlisted. Cards to Step 6.

6. Accounting cards from Step 5. MOS Header Cards from Header Card File. Match accounting cards against MOS Header Cards. Unmatched accounting cards to Analyst Auditing Section for reconciliation. Upon completion of reconciliation and return of valid cards, accounting cards to Step 7. MOS Header Cards to Header Card File.

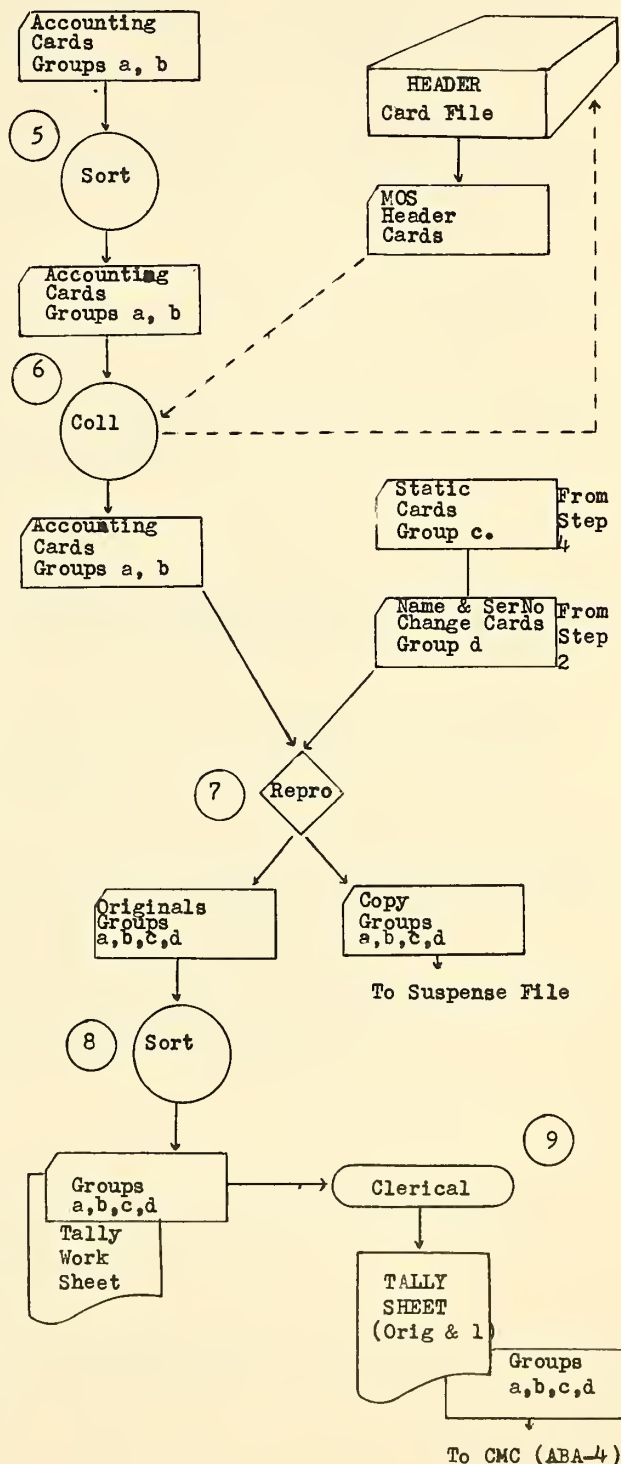
7. Accounting cards from Step 6: Name and Service Number Change cards (group d) from Step 2; Static Cards (group c) from Step 4

Keeping each group separate, reproduce onto 5081 cards. Reproduced cards to Suspense File. Originals to Step 8.

8. Cards from Step 7. Card count each group of cards, and enter totals on tally work sheet. Tally work sheet and cards to Step 9.

9. Cards and Tally Work Sheet from Step 8. Tally sheet is typed as an original and two (2) copies. Original and one (1) copy of tally sheet and cards to Mail and File room for forwarding to CMC (ABA-4). One copy of tally sheet to file. Upon return of receipted tally sheet from HQMC, retained copy of tally sheet and suspense file is destroyed.

From Step 4 (Combined Groups a,b)



If

1. Personnel Job Procedure Number 1505.
2. Report Title - AUDITING PERSONNEL ROSTER, ORGANIZED RESERVE (Reports Symbol MC-1085-02).
3. GENERAL - The Auditing Personnel Roster is the auditing document of the Data Processing System. It is a listing of the individuals who have been in the reporting unit during the period covered. It is utilized to bring personnel records at various levels into agreement and is eventually filed at HQMC as a part of the permanent records of the Marine Corps.

The APR is prepared in the Data Processing Installation after the unit diary for the last day of the quarter has been received. Part E, Chapter 3, PATM-ResEstab, authorizes the Data Processing Officer to prepare APRs prior to receipt of all unit diaries for the quarter. In these cases he will note that fact on the APR.

4. Coverage:

a. An APR will be prepared for each reporting unit in accordance with the schedule of APR preparation as contained in Part E of Chapter 2.

b. The APR will cover all Marine Corps and other services personnel who are carried on the rolls of the reporting unit, plus all the Marine Corps and other services personnel dropped from the rolls during the effective period of the roster.

5. Listing Arrangement (Sequence):

a. Each APR will contain an alphabetic listing of MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment), Marine Corps officers preceding Marine Corps enlisted, Navy Officers preceding Navy enlisted, active accounting cards preceding the accounting cards of personnel dropped from the rolls.

Information will be spread as follows: name, service number, rank code, primary MOS, Component/Class/Reserve Status, Training Designator and auditing items as prescribed. Items to be audited will be directed by CMC (Code DGB).

b. Totals (NOT TO INCLUDE TOTALS OF DROPPED PERSONNEL) will be shown at the end of the roster following the dropped section as follows: a total of the Marine Corps officers, a total of the Marine Corps enlisted, a total of Navy officers, a total of the Navy enlisted and an overall total of the personnel carried on the joined rolls of the reporting unit.

c. DPIs will maintain header cards for each reporting unit. The header cards will contain title information and headings for the other services and dropped section groups. The following is an example of the information to be punched into header cards:

- (1) Title of organization
- (2) Effective date of roster
- (3) Preparing DPI
- (4) Auditing Items
- (5) List of Auditing Items prescribed for the effective period (indent 2 spaces)
- (6) Column headings for auditing items
- (7) Appropriate title of the listed other services personnel
- (8) Personnel Dropped with Date Dropped

d. Page numbering will be imprinted in the lower right corner of each sheet. Reporting unit code will be imprinted at the bottom center of each sheet.

e. Asterisk will be imprinted to the right of auditing items to indicate incomplete account-

ing cards. Numeric X punch in card column 64 will control printing of asterisks.

6. Number of Report Copies:

a. The original of the roster and a minimum of one (1) copy will be forwarded to the reporting unit. The original will be audited, corrected, certified and returned to the DPI. A copy will be retained by the reporting unit.

b. Additional copies may be prepared at the Data Processing Officer's discretion.

7. Control Date:

a. The CERTIFIED original of the APR will be bound with the retained original unit diaries for the last month of the quarter and forwarded to CMC (Code DGH-1) in accordance with the instructions in paragraph 2420, PATM-ResEstab.

8. Card Submission:

a. None.

JOB PROCEDURE FLOW CHART

Report or Process Title

Auditing Personnel Roster, Organized Reserve (Reports Symbol MC-1085-02)

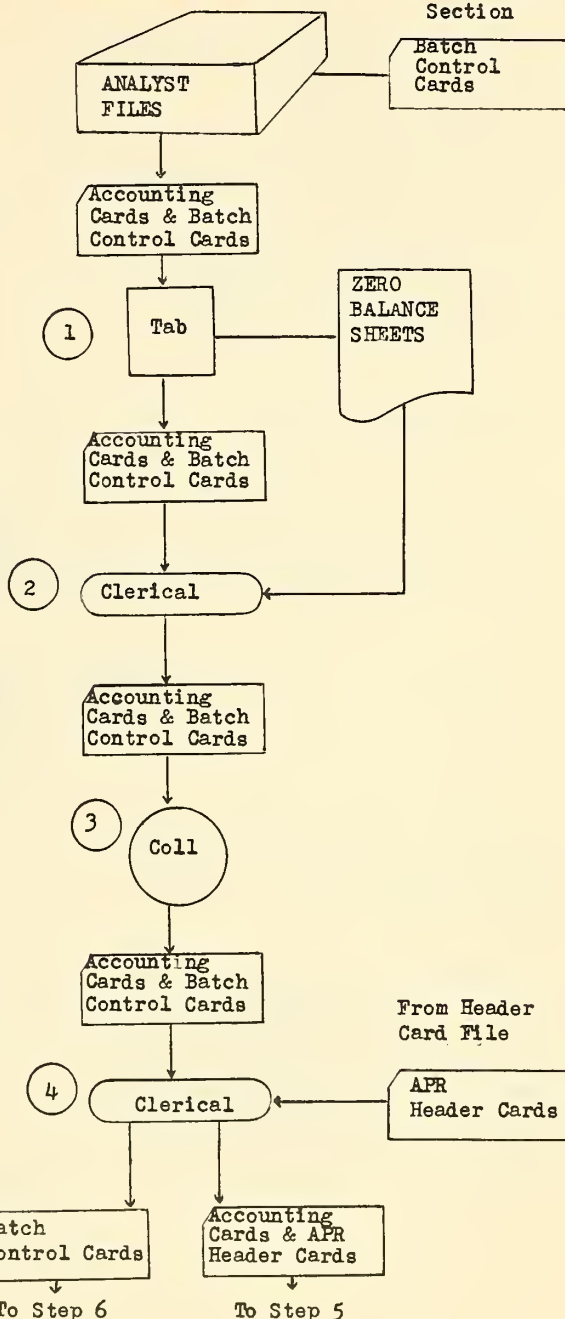
Job Procedure No. 1505

STEP AND OPERATION DESCRIPTION

1. Analyst files of MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) are released to the EAM Operations Unit with a Batch Control Card for each reporting unit for zero balancing. Analyst files and balance sheets to Step 2.
2. Analyst files and balance sheets from Step 1. Balance sheets are audited and corrections made. Balance sheets are retained in Analyst Auditing Section. Analyst files to Step 3.
3. Analyst files from Step 2. Each reporting unit is sequence checked selecting duplicates. (Duplicates in the "Personnel Dropped with Date Dropped" section are permissible - see paragraph 6602.2 PRAM). Duplicates are reconciled. Analyst files to Step 4.
4. Analyst files from Step 3. APR Header Cards from Header Card File.
 - a. Batch Control Cards are removed and forwarded to Step 6.
 - b. Header Cards are inserted in files.
 Analyst files to Step 5.

From Coding Analyst

From Analyst Auditing Section



JOB PROCEDURE FLOW CHART

Report or Process Title

Auditing Personnel Roster, Organized Reserve (Reports Symbol MC-1085-02)

Job Procedure No. 1505STEP AND OPERATION DESCRIPTION

5. Analyst files from Step 4. Auditing Personnel Rosters are prepared in the format as shown in sample listing. Analyst files to Step 6. Auditing Personnel Rosters to Step 8.

6. Analyst files from Step 5. Batch Control Cards from Step 4.

a. Header Cards are removed and forwarded to Header Card File.

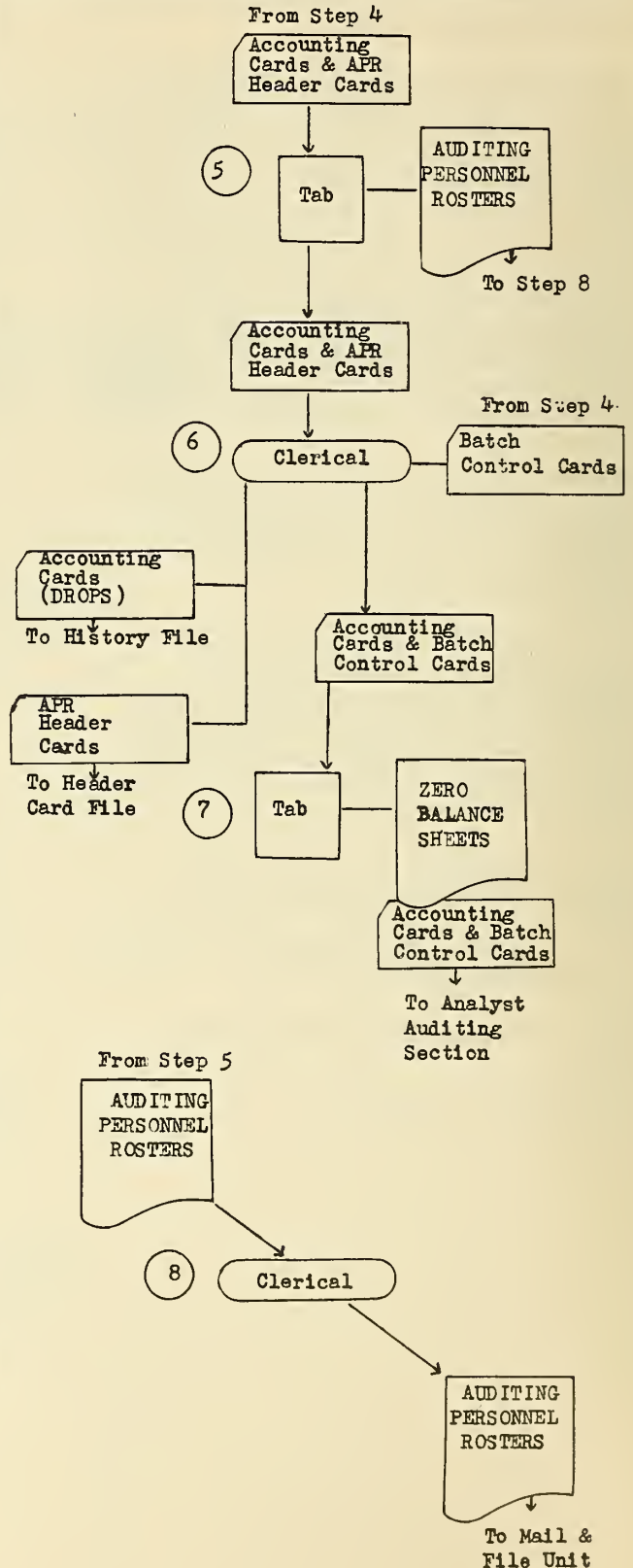
b. Drop cards are removed and forwarded to History File.

c. Batch Control Cards are inserted into the files.

Analyst files to Step 7.

7. Analyst files from Step 6. Each reporting unit is zero balanced. Discrepancies are reconciled. Balance sheets and analyst files to Analyst Auditing Section.

8. Auditing Personnel Rosters from Step 5 are carbon stripped, paper burst and bound with removable fasteners. APRs are audited for obvious errors in preparation (e.g., sequence of listing, etc.) by the Auditing Analysts and forwarded to the Mail and File Unit for distribution.



AUDITING PERSONNEL ROSTER, ORGANIZED RESERVE

7TH INF BN MCR SAN BRUNO CALIF

AS OF 31 MARCH 1959

DPI 8 SAN FRANCISCO

AUDITING ITEMS

1-PHYSICAL CATEGORY CODE FOR OFFICERS

PULHES CODE FOR MALE ENLISTED

2-YEAR OF BIRTH

							1	2
ALTICK	RL	053684	03	0302	A	T	A	29
BENELLI	JA	026838	04	0302	A	T	B	19
WELLER	RA	010690	05	0802	A	T	A	21
AMBROSE	CI	1548641	E2	0300	A	T	T	36
BLACK	WB	1671098	E1	0311	K	T	A	37
HANSON	CE	435909	E7	5711	A	T	A	22

NAVY PERSONNEL

FRITZGERALD	DL	503677	03	4105	N	
BARTON	R	3882603	E6	8483	N	

PERSONNEL DROPPED WITH DATE DROPPED

BELTRAN		050738	03	0302	A	T	30	12	58
SEIFERT		1822404	E1	0300	K	U	3	03	59

NAVY PERSONNEL

HAAS		2603405	E5	8402	N		6	02	59
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3 3 1 1 8 87300

1

1. Personnel Job Procedure Number 1506.
2. Report Title - AUDITING PERSONNEL ROSTER, VOLUNTEER RESERVE (Reports Symbol MC-1085-03)
3. GENERAL - The Auditing Personnel Roster is the auditing document of the Data Processing System. It is a listing of the individuals who have been in the reporting unit during the period covered. It is utilized to bring personnel records at various levels into agreement and is eventually filed at HQMC as a part of the permanent records of the Marine Corps.

The APR is prepared in the Data Processing Installation after all changes for the month have been processed into the Analyst files. Part E, Chapter 3, PATM-ResEstab, authorizes the Data Processing Officer to prepare APRs prior to the processing of all changes for the month. In these cases he will note that fact on the APR.

4. Coverage:

a. An APR will be prepared for each reporting unit in accordance with the schedule of APR preparation as contained in Part E, of Chapter 2.

b. The APR will cover all Marine Corps personnel who are carried on the rolls of the reporting unit, plus all the Marine Corps personnel dropped from the rolls during the effective period of the roster.

5. Listing Arrangement (Sequence):

a. Each APR will contain listing of MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) in the following sequence:

(1) ACTIVE SECTION - Marine Corps officers preceding Marine Corps enlisted, in alphabetic sequence, who are on the rolls of the reporting unit on the effective date of the roster.

(2) PERSONNEL GAINED WITH DATE GAINED - Marine Corps officers preceding Marine Corps enlisted, in alphabetic sequence, who were reported joined on the rolls of the reporting unit during the effective period of the roster.

NOTE: Individuals listed in this section of the APR must also appear in either the ACTIVE SECTION OR THE PERSONNEL DROPPED WITH DATE DROPPED SECTION. If in all three (3) sections, date dropped must be earlier date than date joined.

(3) PERSONNEL DROPPED WITH DATE DROPPED SECTION - Marine Corps officers preceding Marine Corps enlisted, in alphabetic sequence, who were reported dropped from the rolls of the reporting unit during the effective period of the roster.

NOTE: Individuals listed in this section of the APR may also appear in either the ACTIVE SECTION or the PERSONNEL GAINED WITH DATE GAINED SECTION. If in all three (3) sections, date dropped must be earlier date than date joined.

b. An individual's name may appear in the ACTIVE SECTION once only. There is no limit as to the number of times an individual's name may appear in the PERSONNEL GAINED WITH DATE GAINED SECTION or PERSONNEL DROPPED WITH DATE DROPPED SECTION (e.g., if an individual is joined into the reporting unit during the effective period of the roster; dropped during the effective period of the roster; and then rejoined during the effective period of the roster, he will appear in the ACTIVE SECTION once, the PERSONNEL GAINED WITH

DATE GAINED SECTION twice, and the PERSONNEL DROPPED WITH DATE DROPPED SECTION once.)

c. Information will be spread as follows:

(1) ACTIVE SECTION - Name, Service Number, Rank Code, Primary MOS, Component/Class/Reserve Status and Training Designator/Promotion Qualifier Code.

(2) PERSONNEL GAINED WITH DATE GAINED SECTION - Name, Service Number, Rank Code, Primary MOS, Component/Class/Reserve Status, Training Designator and Promotion Qualifier Code, Type of Change and Date of Change.

(3) PERSONNEL DROPPED WITH DATE DROPPED SECTION - Name, Service Number, Rank Code, Primary MOS, Component/Class/Reserve Status, Training Designator and Promotion Qualifier Code, Type of Change Code, Date of Change and Reporting Unit to which Transferred or Separation Code.

d. TOTALS - Within each of the three (3) sections of the Auditing Personnel Roster, a minor total on the first column alpha name and an intermediate total at the end of each section.

e. HEADER CARDS - Header cards will be maintained for each reporting unit. The header cards will contain title information and headings for each section. The following is an example of the information to be punched into header cards:

- (1) Title of Organization
- (2) Effective Date of Roster
- (3) Preparing DPI
- (4) Auditing Items (Optional)
- (5) List of Auditing Items prescribed by the DPO (Optional)
- (6) Column headings for auditing items (Optional)
- (7) Personnel Gained with Date Gained
- (8) Personnel Dropped with Date Dropped

f. REPORTING UNIT CODE - The numeric unit code will be printed at the upper right edge of each page, on the first line of printing.

g. PAGE NUMBERING - Not required.

h. SPACING - The roster will be double spaced.

i. Asterisk to indicate incomplete accounting card will be imprinted to the right of auditing items, if any. If auditing items are not prescribed, asterisk will be imprinted at the extreme right margin. Numeric X punch in card column 64 will control printing of asterisks.

6. Number of Report Copies:

a. The original of the roster and a minimum of one (1) copy will be prepared for each reporting unit (SEE EXCEPTION BELOW). The original will be audited, corrected, certified and forwarded to the Mail and File Room for transmittal to HQMC. A copy will be retained in the Data Processing Installation.

EXCEPTION: APRs prepared for officer Inactive Status List accounts and combined officer-enlisted Inactive Status List accounts - an additional copy will be audited, corrected and certified for transmittal to CMC (Code DGL).

b. Additional copies may be prepared at the Data Processing Officer's discretion.

7. Control Date:

a. The CERTIFIED original of the APR will be forwarded to CMC (Code DGH-1) in accordance with the instructions in paragraph 2420 PATM-ResEtab.

b. The CERTIFIED copy of the APR for Inactive Status List accounts, enumerated in paragraph 6. a above, will be forwarded to CMC (Code DGL) at the same time the original is forwarded.

8. Card Submission:

a. None.

JOB PROCEDURE FLOW CHART

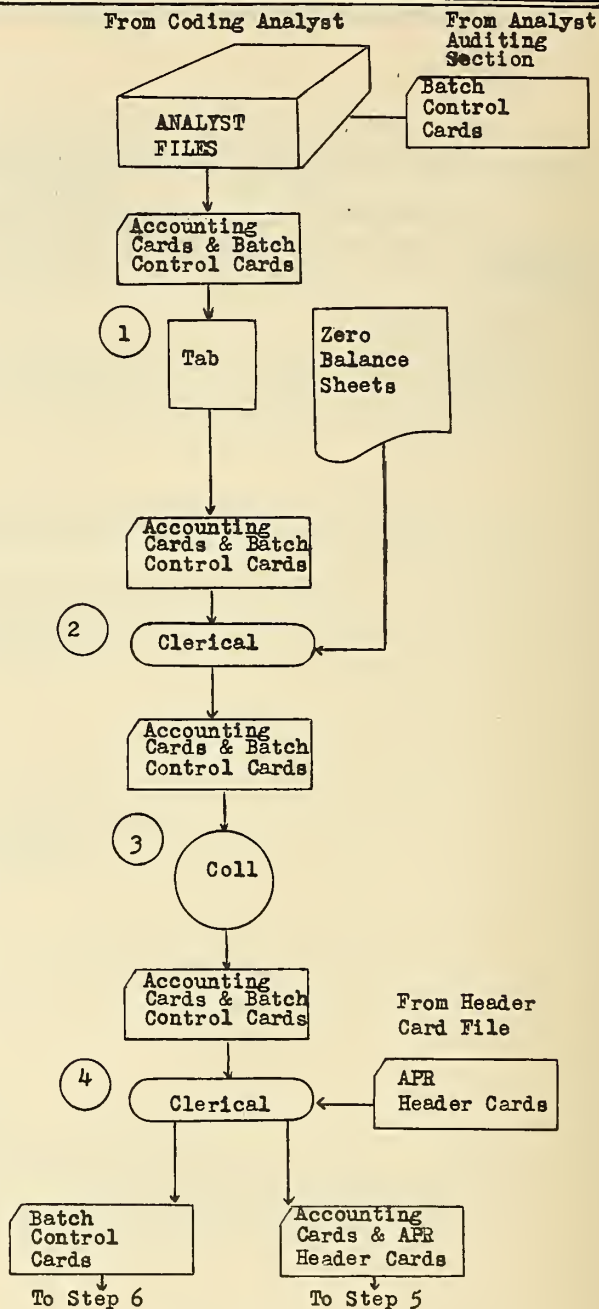
Report or Process Title

Auditing Personnel Roster, Volunteer Reserve (Reports Symbol MC-1085-03)

Job Procedure No. 1506

STEP AND OPERATION DESCRIPTION

1. Analyst files of MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) are released to the EAM Operations Unit with a Batch Control Card for each reporting unit for zero balancing. Analyst files and balance sheets to Step 2.
2. Analyst files and balance sheets from Step 1. Balance sheets are audited and corrections made. Balance sheets are retained in Analyst Auditing Section. Analyst files to Step 3.
3. Analyst files from Step 2. Each reporting unit is sequence checked, selecting duplicates. (Duplicates in the "Personnel Gained with Date Gained" and "Personnel Dropped with Date Dropped" sections are permissible). Duplicates are reconciled. Analyst files to Step 4.
4. Analyst files from Step 3. APR Header Cards from Header Card file.
 - a. Batch Control Cards are removed and forwarded to Step 6.
 - b. Header Cards are inserted in files.
 Analyst files to Step 5.



JOB PROCEDURE FLOW CHART

Report or Process Title

Auditing Personnel Roster, Volunteer Reserve (Reports Symbol MC-1085-03)

Job Procedure No. 1506

STEP AND OPERATION DESCRIPTION

5. Analyst files from Step 4. Auditing Personnel Rosters are prepared in the format as shown in sample listing. Analyst files to Step 6. Auditing Personnel Rosters to Step 8.

6. Analyst files from Step 5. Batch Control Cards from Step 4.

a. Header Cards are removed and forwarded to Header Card File.

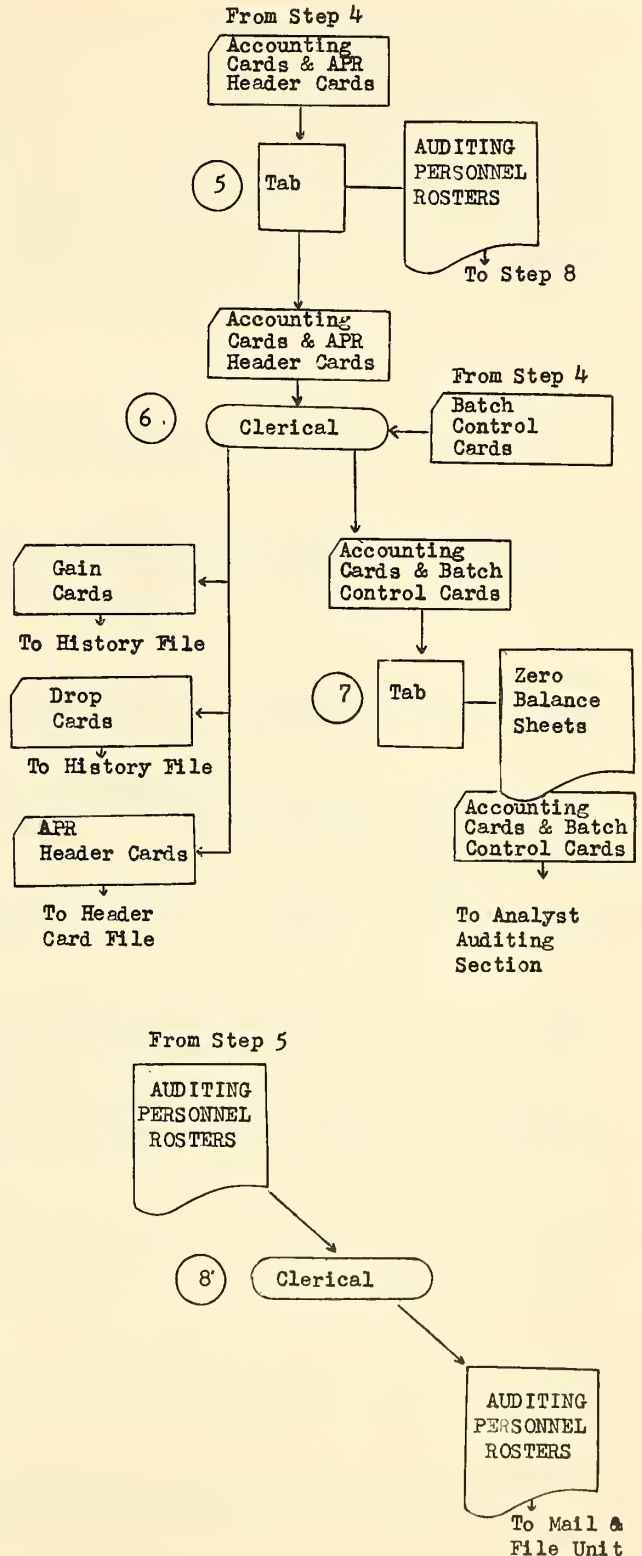
b. Gain and Drop Cards are removed and forwarded to History File.

c. Batch Control Cards are inserted into the files.

Analyst files to Step 7.

7. Analyst files from Step 6. Each reporting unit is zero balanced. Discrepancies are reconciled. Balance sheets and analyst files to Analyst Auditing Section.

8. Auditing Personnel Rosters from Step 5 are carbon stripped, paper burst and bound with removable fasteners. APRs are audited for obvious errors in preparation (e.g., sequence of listing, etc.) by the Auditing Analysts. APR strength totals are verified against actual strength on the rolls. APR is then certified for forwarding to the Mail and File Unit.



AUDITING PERSONNEL ROSTER, VOLUNTEER RESERVE

AUDITING PERSONNEL ROSTER

87031

ENL VOL RES A-D 12TH MCRRD

DPI 8 SAN FRANCISCO

AS OF 28 FEBRUARY 1959

AALGAARD	HO	1198428	E3	0811	D 3
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AARNES	CE	1368223	E1	0300	D 3
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2

BABB	EN	1525058	E1	0300	C U
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1

CANADA	GP	1488141	E3	0341	C 3
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COKER	WL	655164	E4	2411	C 3
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2

DEANE	RK	266419	E7	0161	F 3
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1
6

PERSONNEL JOINED WITH DATE JOINED

ABELT	CM	454068	E4	1841	C 3 12 23 01 59
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1

COKER	WL	655164	E4	2511	C 3 A4 09 02 59
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1
2

PERSONNEL DROPPED WITH DATE DROPPED

ADAMS		1184906	E4	0800	D 3 R1 06 02 59 00075
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ANCKER		1218849	E3	0311	D 3 2K 16 02 59 82031
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2

COKER		655164	E4	2511	C 3 R2 08 02 59 00005
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1
3

1. Personnel Job Procedure Number 1507.
2. Report Title - MONTHLY GAIN AND LOSS STATEMENT, VOLUNTEER RESERVE
(Reports Symbol MC-1085-04)
3. GENERAL - The monthly Gain and Loss Statement has been designed to keep the strength of reporting units of the Volunteer Reserve in balance between Auditing Personnel Roster submission periods. The Gain and Loss Statement is prepared in the Data Processing Installation after all changes for the month have been processed into the analyst files. Part E, Chapter 3, PATM-ResEstab, authorizes the Data Processing Officer to prepare APRs prior to the processing of all changes for the month. In these cases he will note that fact on the Gain and Loss Statement.
4. Coverage:
 - a. A Gain and Loss Statement will be prepared for each reporting unit in accordance with the schedule of Gain and Loss Statement preparation as contained in Part E, Chapter 2, PATM-ResEstab.
 - b. The Gain and Loss Statement will cover all Marine Corps personnel who were reported joined on the rolls of the reporting unit, plus all the Marine Corps personnel dropped from the rolls during the effective period of the roster.
5. Listing Arrangement (Sequence):
 - a. Each Gain and Loss Statement will contain listing of MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) in the following sequence:
 - (1) PERSONNEL GAINED - Marine Corps officers preceding Marine Corps enlisted, in alphabetic sequence, who were reported joined on the rolls of the reporting unit during the effective period of the roster.
 - (2) PERSONNEL DROPPED - Marine Corps officers preceding Marine Corps enlisted, in alphabetic sequence, who were reported dropped from the rolls of the reporting unit during the effective period of the roster.
 - b. There is no limit as to the number of times an individual's name may appear in the PERSONNEL GAINED OR PERSONNEL DROPPED sections (e.g., if an individual is joined into the reporting unit during the effective period of the roster; dropped during the effective period of the roster; and then rejoined during the effective period of the roster, he will appear in the PERSONNEL GAINED section twice, and the PERSONNEL DROPPED section once).
 - c. Information will be spread as follows:

PERSONNEL GAINED section: Name, Service Number, Rank Code, Primary MOS, Component/Class/Reserve Status, Training Designator and Promotion Qualifier Code, Type of Change Code and Date of Change.

PERSONNEL DROPPED section: Name, Service Number, Rank Code, Primary MOS, Component/Class/Reserve Status, Training Designator and Promotion Qualifier Code, Type of Change Code, Date of Change and Reporting Unit to which transferred or Separation Code.
 - d. TOTALS - Within each of the two (2) sections of the Gain and Loss Statement, a minor total on the first column alpha name and an intermediate total at the end of each section. At the end of each reporting unit, a major total on reporting unit to indicate strength difference

(gains minus losses equals strength difference). The strength difference total may be either positive or negative.

e. **HEADER CARDS** - Header cards will be maintained for each reporting unit. The header cards will contain title information and headings for each section. The following is an example of the information to be punched into header cards:

- (1) Monthly Gain and Loss Statement
- (2) Alphabetic Unit Identification
- (3) As of Date of the Statement
- (4) DPI Designation
- (5) Personnel Gained
- (6) Personnel Dropped
- (7) Strength Differences

f. **REPORTING UNIT CODE** - The numeric unit code will be printed at the upper right edge of each page, on the first line of printing.

g. **PAGE NUMBERING** - Not required.

h. **SPACING** - The roster will be double spaced.

i. Asterisk to indicate incomplete accounting card will be imprinted at the extreme right margin. Numeric X punch in card column 64 will control printing of asterisks.

6. Number of Report Copies:

a. The original of the roster and a minimum of one (1) copy will be prepared for each reporting unit (See EXCEPTION BELOW). The original will be audited, corrected, certified and forwarded to the Mail and File Room for transmittal to HQMC. A copy will be retained in the Data Processing Installation.

EXCEPTION: Gain and Loss Statements prepared for officer Inactive Status List accounts and combined officer-enlisted Inactive Status List Accounts - an additional copy will be audited, corrected and certified for transmittal to CMC (Code DGL).

b. Additional copies may be prepared at the Data Processing Officer's discretion.

7. Control Date:

a. The **CERTIFIED** original of the Gain and Loss Statement will be forwarded to CMC (Code DGH-1) in accordance with the instructions in paragraph 2420 PATM-RésEstab.

b. The **CERTIFIED** copy of the Gain and Loss Statement for Inactive Status List accounts, enumerated in paragraph 6. a above, will be forwarded to CMC (Code DGL) at the same time the original is forwarded.

8. Card Submission:

a. None.

JOB PROCEDURE FLOW CHART

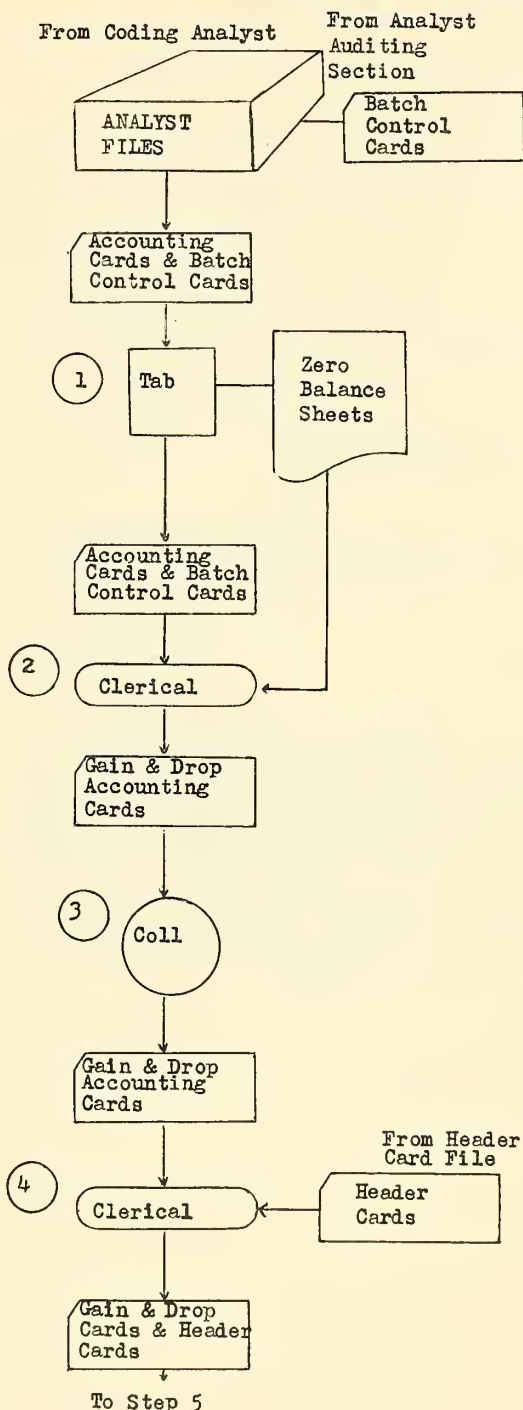
Report or Process Title

Monthly Gain and Loss Statement,
Volunteer Reserve
(Reports Symbol MC-1085-04)

Job Procedure No. 1507

STEP AND OPERATION DESCRIPTION

1. Analyst files of MC PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) are released to the EAM Operations Unit with a Batch Control Card for each reporting unit for zero balancing. Analyst files and balance sheets to Auditing Analyst Section, Step 2.
2. Analyst files and balance sheets from Step 1. Balance sheets are audited and corrections made. Balance sheets are retained in Analyst Auditing Section. PERSONNEL GAINED AND PERSONNEL DROPPED sections of each reporting unit are removed from the file and forwarded to Step 3. Remainder of File to cognizant coding analyst.
3. Personnel Gained and Personnel Dropped cards from Step 2. Each reporting unit is sequence checked, selecting duplicates (See Listing Arrangement instructions, paragraph 5.b). Duplicates are reconciled. Cards to Step 4.
4. Personnel Gained and Personnel Dropped cards from Step 3. Header Cards from Header Card File. Header cards are manually merged into the Gain and Drop cards. All cards to Step 5.



JOB PROCEDURE FLOW CHART

Report or Process Title

Monthly Gain and Loss Statement,
Volunteer Reserve
(Report Symbol MC-1085-04)

Job Procedure No. 1507

STEP AND OPERATION DESCRIPTION

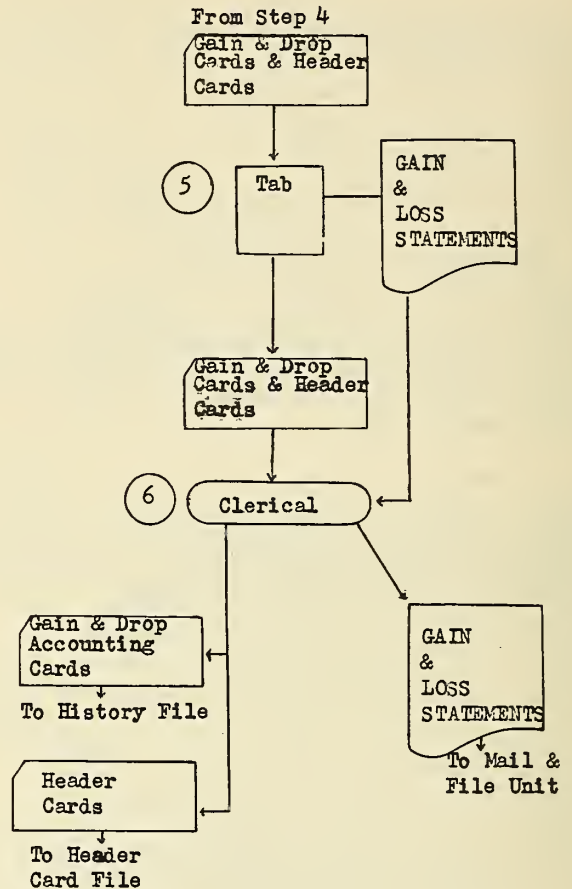
5. Cards from Step 4. Gain and Loss Statements are prepared in the format as shown in sample listing. Cards and Gain and Loss Statements to Step 6.

6. Cards from Step 5. Gain and Loss Statements from Step 5.

a. Header cards are manually removed from the Gain and Drop Cards and forwarded to Header Card Files.

b. Gain and Drop cards to History file.

c. Gain and Loss Statements are carbon stripped, paper burst and bound with removable fasteners. Gain and Loss Statements are audited for obvious errors in preparation (e. g., sequence of listing, etc.) by the Auditing Analysts. Gain and Loss Strength Totals are verified against available records. Gain and Loss Statement is then certified and forwarded to the Mail and File Unit.



MONTHLY GAIN AND LOSS STATEMENT

ENL VOL RES A-D 12TH MCRRD

DPI 8 SAN FRANCISCO

AS OF 31 MAY 1959

PERSONNEL GAINED WITH DATE GAINED

ABBEY	WJ	1684915	E3	0844	J	3	A9	01 05	59
-------	----	---------	----	------	---	---	----	-------	----

ATHERN	BC	1300475	E3	0841	D	3	12	15 05	59
--------	----	---------	----	------	---	---	----	-------	----

2

BURKEY	HT	1546383	E3	3516	C	3	A9	16 04	59
--------	----	---------	----	------	---	---	----	-------	----

1

CAMEZ	A	1549735	E3	1381	C	3	A9	17 04	59
-------	---	---------	----	------	---	---	----	-------	----

COX	DL	1823913	E2	0100	D	3	A9	07 05	59
-----	----	---------	----	------	---	---	----	-------	----

2

5

PERSONNEL DROPPED WITH DATE DROPPED

ALLEN		1381951	E2	1811	D	3	2K	13 05	59	83031
-------	--	---------	----	------	---	---	----	-------	----	-------

ARCHER		1125403	E5	1833	D	3	R1	17 05	59	00075
--------	--	---------	----	------	---	---	----	-------	----	-------

2

BROWN		1416466	E4	2531	D	3	R1	31 03	59	00822
-------	--	---------	----	------	---	---	----	-------	----	-------

1

DICKERSON		1573756	E3	2533	D	3	R1	04 05	59	00054
-----------	--	---------	----	------	---	---	----	-------	----	-------

1

4

STRENGTH DIFFERENCE

* 1

1. Personnel Job Procedure Number 1512.
2. Report Title - NAVY PERSONNEL ASSIGNMENT LISTING
(Reports Symbol MC-1300-06)
3. GENERAL

a. The purpose of this procedure is to provide information on the number of inactive Navy Reserve personnel on the rolls of Organized Reserve reporting units of the Marine Corps Reserve Establishment. This data is useful to HQMC in monitoring the assignment of inactive Navy Reserve personnel within Organized Reserve activities.

b. This report consists of two parts: (1) a listing of the officers and enlisted personnel by reporting unit, and (2) a tabulation by Officer Designator Code (MOS equivalent) and on enlisted personnel by Classification Code (MOS equivalent).

4. Coverage:

a. All Navy personnel, officer and enlisted, on the rolls of Organized Reserve reporting units will be included in this report. Personnel dropped from the rolls are not to be included.

b. Cards used in the preparation of this report are reproduced from the analyst files following the monthly cutoff and balancing of the files (see Part E, Chapter 3).

5. Listing Arrangement (Sequence):

- a. Each section of the report is to be prepared as follows:

BODY SECTION:

- (1) The body of the report is to contain a listing of accounting cards spreading personnel information as follows: Name, Rank Code, MOS equivalent, Service Number, and Reporting Unit Code, double spaced.
- (2) The sequence of listing is officers (alpha) followed by enlisted (alpha) within each reporting unit.
- (3) TOTALS - Within the body of the report a minor total of officers and a minor total of enlisted, with a major total by reporting unit, and a final total at the end of the listing.

RECAPITULATION SECTION:

- (1) The recapitulation section of the report is to contain a tabulation by Officer Designator Code (MOS equivalent), spreading rank totals, and a tabulation by Enlisted Classification Code (MOS equivalent), spreading rank totals, each tabulation to be single spaced.
- (2) TOTALS - Within the recapitulation section of the report, a minor total on MOS equivalent and a final total on each group.

6. Number of Report Copies Required by HQMC:

- a. Original and one (1) copy to CMC (Code DGB). Original copy will be authenticated.

7. Control Date:

a. The report is prepared as of the last day of each month and is due to arrive at HQMC by the 15th day of the month following the month for which prepared.

8. Card Submission:

a. None.

JOB PROCEDURE FLOW CHART

Report or Process Title

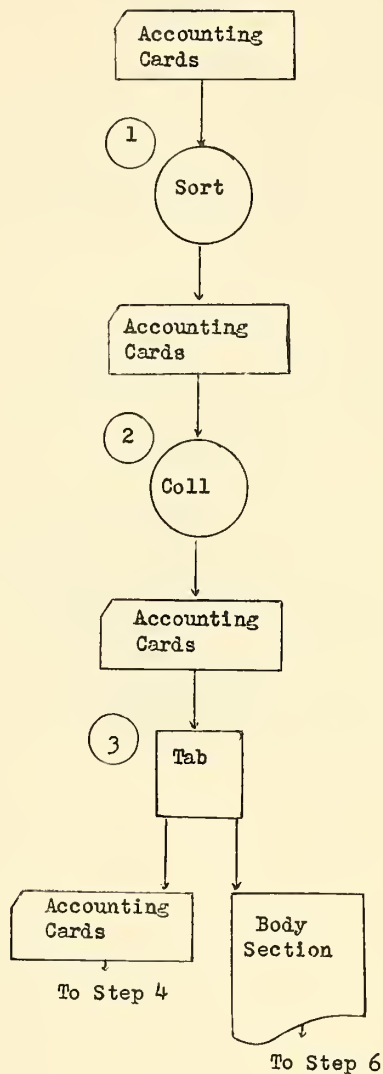
Navy Personnel Assignment Listing
(Reports Symbol MC-1300-06)

Job Procedure No. 1512STEP AND OPERATION DESCRIPTION

1. Reproduced Navy personnel accounting cards from Organized Reserve reporting units following monthly cutoff of analyst files. Cards are sorted ten (10) columns alpha name. Officers are selected and placed in front of enlisted. Cards are then sorted on reporting unit code. Cards to Step 2.

2. Cards from Step 1. Each reporting unit is sequence checked on ten columns alpha name, selecting duplicates. Duplicates will be reconciled before proceeding to next step. Cards to Step 3.

3. Cards from Step 2. Cards will be listed with a minor total on 1st digit of rank code, a major total on reporting unit and a final total on last card. Listing to Step 6. Cards to Step 4.



JOB PROCEDURE FLOW CHART

Report or Process Title

Navy Personnel Assignment Listing
(Reports Symbol MC-1300-06)

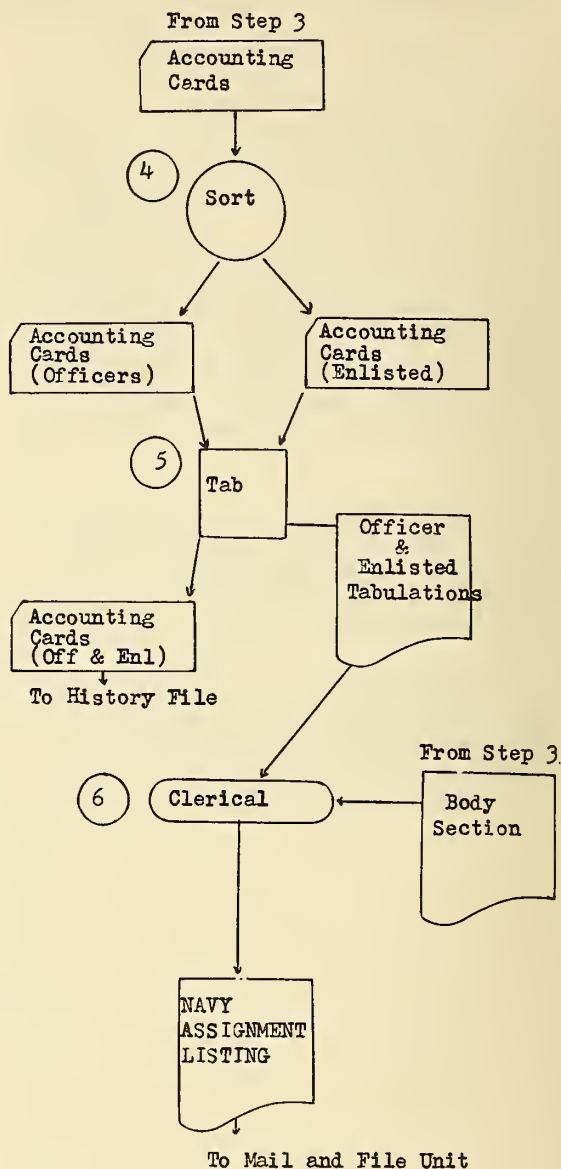
Job Procedure No. 1512

STEP AND OPERATION DESCRIPTION

4. Cards from Step 3. Sort on 1st digit of rank code, separating officers from enlisted. Sort each group on MOS equivalent. Cards to Step 5.

5. Cards from Step 4 in two groups, officers and enlisted. Tabulate each group separately with a minor total on MOS equivalent and a final total on last card, spreading rank totals. Cards to history file. Tabulations to Step 6.

6. Listing from Step 3. Tabulations from Step 5. Report is carbon stripped and paper burst. Title sheet and organization composition sheet are prepared either on tabulator or typewriter at the option of the DPO. Each copy of the report is bound with two removable type fasteners in the left margin and forwarded to the Mail and File Unit.



NAVY PERSONNEL ASSIGNMENT LISTING

Recapitulation Section

1	23	4	5	6	7	8	9	10	11	12	13	14	15	16
OFFICERS			1620	1					1					
			2100	2							2			
			4100	2				1			1			
			8172	2										2
				7				1	1		3			2

NOTE: A similar recapitulation for enlisted persons is prepared.

Body Section

BELIVEAU	E	05	1620	596414	85403
LLLY	AJ	W1	8172	597103	85403
				2	
ALLEN	DE	E6	0000	3430038	85403
				1	
				3	
BREIDENSTINE	G	03	2100	612432	85454
				1	
POFF	RG	E5	8752	7830759	85454
				1	
				2	
				5	

COLUMN	ITEM OF INFORMATION
1	Last Name/Recapitulation Title
2	First Initial
3	Second Initial
4	Rank Code
5	Officer Designator/Enlisted Classification Job Code
6	Service Number/Total
7	Reporting Unit Code/E9 Total
8	E8 Total
9	E7 Total
10	O6/E6 Total
11	O5/E5 Total
12	O4/E4 Total
13	O3/E3 Total
14	O2/E2 Total
15	O1/E1 Total
16	CWO/WO Total

1. Personnel Job Procedure 1513.
2. Report Title - MONTHLY COMPONENT/CLASS/RESERVE STATUS REPORT
(Reports Symbol MC-1080-08)
3. GENERAL - This report is prepared to furnish statistics required on the Organized and Volunteer Marine Corps Reserve Personnel by Headquarters, U. S. Marine Corps. The report will be prepared monthly as of the last day of each calendar month.
4. Coverage:
 - a. All MC officers and enlisted personnel on the rolls of reporting units of the Organized and Volunteer Marine Corps Reserve and those personnel enroute between reporting units under the accounting jurisdiction of the Data Processing Installation as of the effective date of the report.
 - b. MC Officers and enlisted personnel enroute between Data Processing Installations servicing the Reserve Establishment on and after the 25th day of the month for which the report is prepared.
5. Listing Arrangement (Sequence):
 - a. Tabulation of officers by Reporting Unit, within Reporting Unit by Component/Class/Reserve Status Code, within Component/Class/Reserve Status Code by Special Designation, spreading rank.
 - b. Tabulation of enlisted by Reporting Unit, within Reporting Unit by Component/Class/Reserve Status Code, within Component/Class/Reserve Status Code by Special Designation, spreading rank.
 - c. Tabulation of women officers included in 5a above by Reporting Unit, within Reporting Unit by Component/Class/Reserve Status Code, within Component/Class/Reserve Status Code by Special Designation, spreading rank.
 - d. Tabulation of women enlisted included in 5b above by Reporting Unit, within Reporting Unit by Component/Class/Reserve Status Code, within Component/Class/Reserve Status Code by Special Designation, spreading rank.
 - e. Recapitulation Sheet for each report listed above by MCRRD, MCRD, or MARTCOM by Component/Class/Reserve Status Code by Special Designation, spreading rank.
6. Number of Report Copies Required by HQMC:
 - a. Original and two (2) copies to CMC (DGB).
7. Control Date:
 - a. As of the last day of each calendar month.
 - b. Due at Headquarters U. S. Marine Corps by the 25th of the month following the month for which prepared, e. g. , 30 November report due at HQMC on or before 25 December.
8. Card Submission:
 - a. None.

JOB PROCEDURE FLOW CHART

Report or Process Title

Monthly Component/Class/Reserve
Status Report

Job Procedure No. 1513

STEP AND OPERATION DESCRIPTION

1. PERSONNEL ACCOUNTING CARDS (Active and Inactive Establishment) from Command Reports File (not to include personnel of other services). Cards are sorted on type of change.

R Series to Hold File.

2K/2M type of change cards dated on and after the 25th day of the month for which the report is prepared to Step 5.

Earlier Date 2K/2M type of change cards to Hold File.

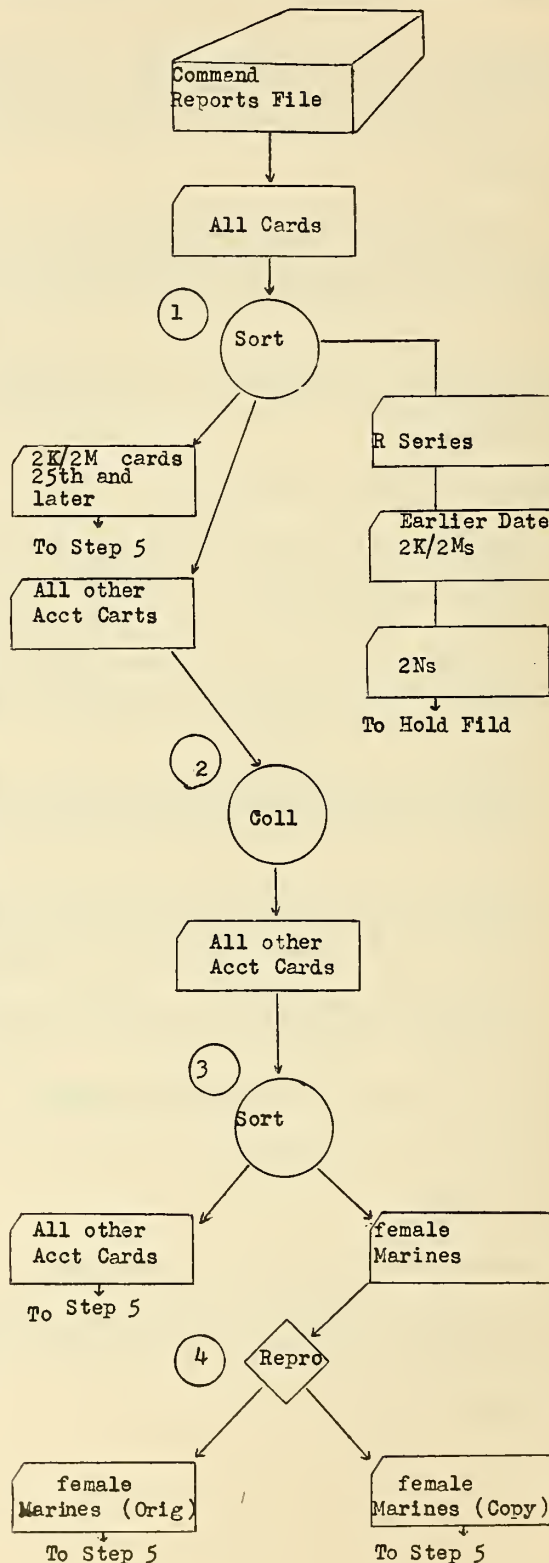
2N type of change cards to Hold File.

All other accounting cards are sorted into service number sequence and forwarded to Step 2.

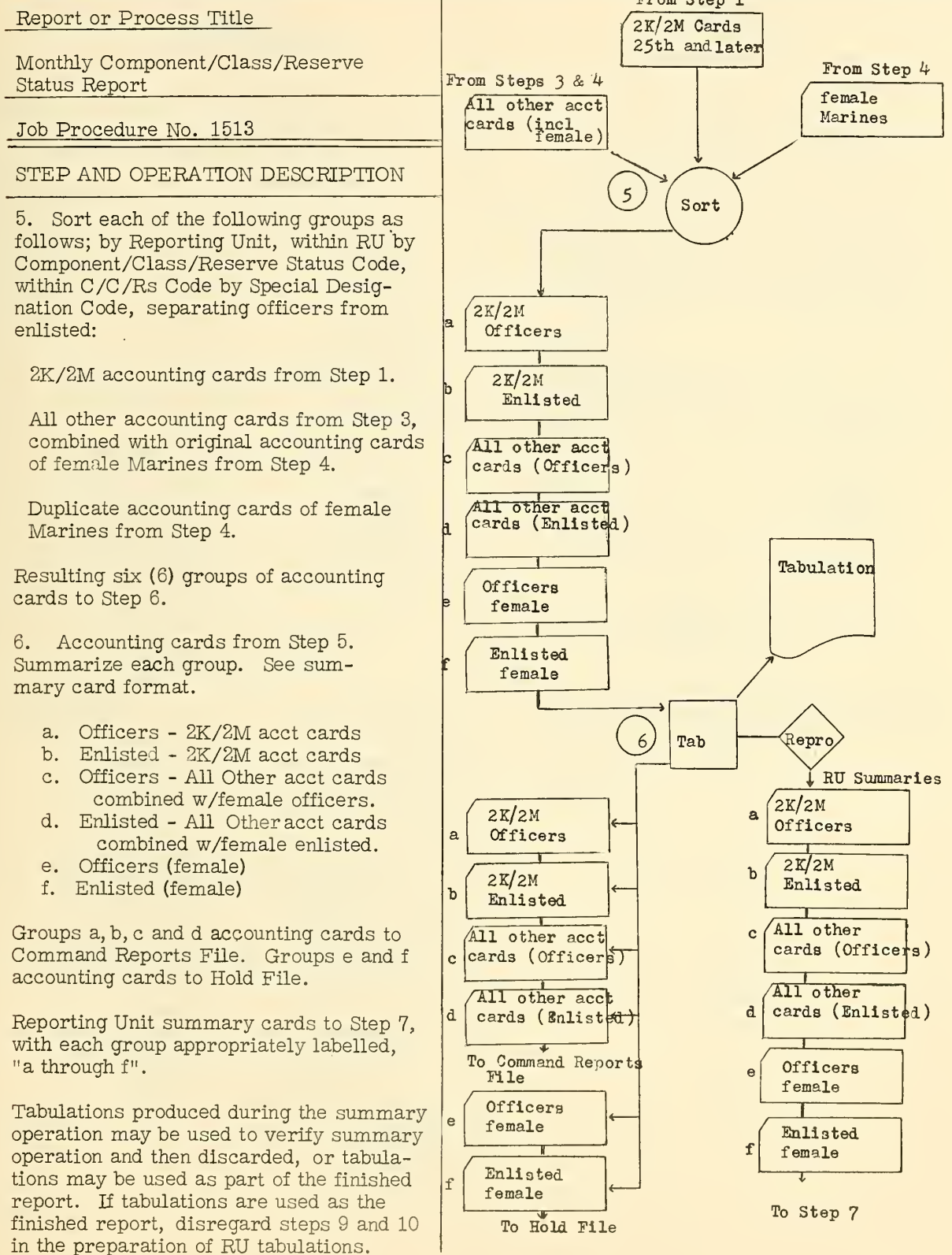
2. Accounting cards from Step 1 are sequence checked on service number. Duplicates are reconciled. Latest date singles to Step 3.

3. Accounting cards from Step 2. Select accounting cards for female Marines and forward to Step 4. Remainder of all other accounting cards to Step 5.

4. Accounting cards of female Marines from Step 3 are reproduced 80x80. All cards to Step 5.



JOB PROCEDURE FLOW CHART



JOB PROCEDURE FLOW CHART

Report or Process Title

Monthly Component/Class/Reserve
Status Report

Job Procedure No. 1513

STEP AND OPERATION DESCRIPTION

7. Reporting Unit summary cards from Step 6. Sort each group of summary cards separately by Component/Class/Reserve Status Code, within C/C/RS Code by Special Designation Code. Cards to Step 8.

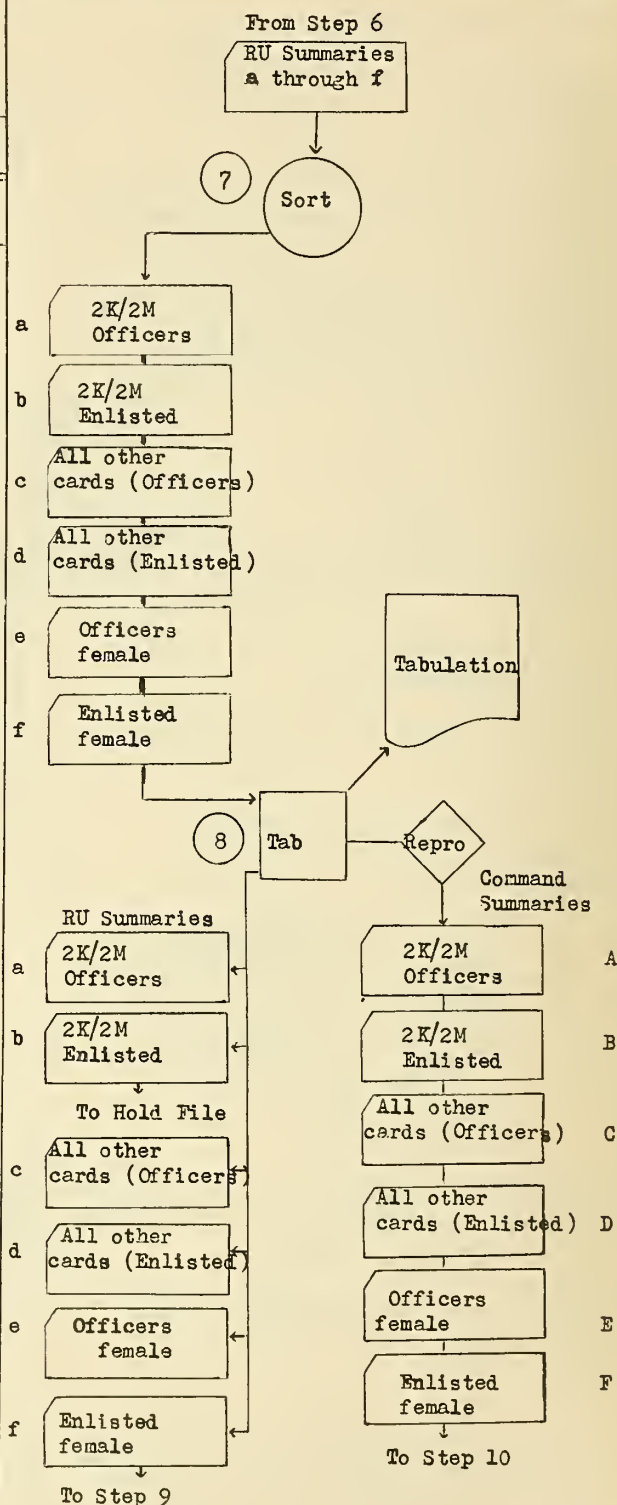
8. Groups of Reporting Unit summary cards from Step 7, labelled a through f. Summarize each group of cards. See summary card format.

Reporting Unit summary groups a and b to Hold File.

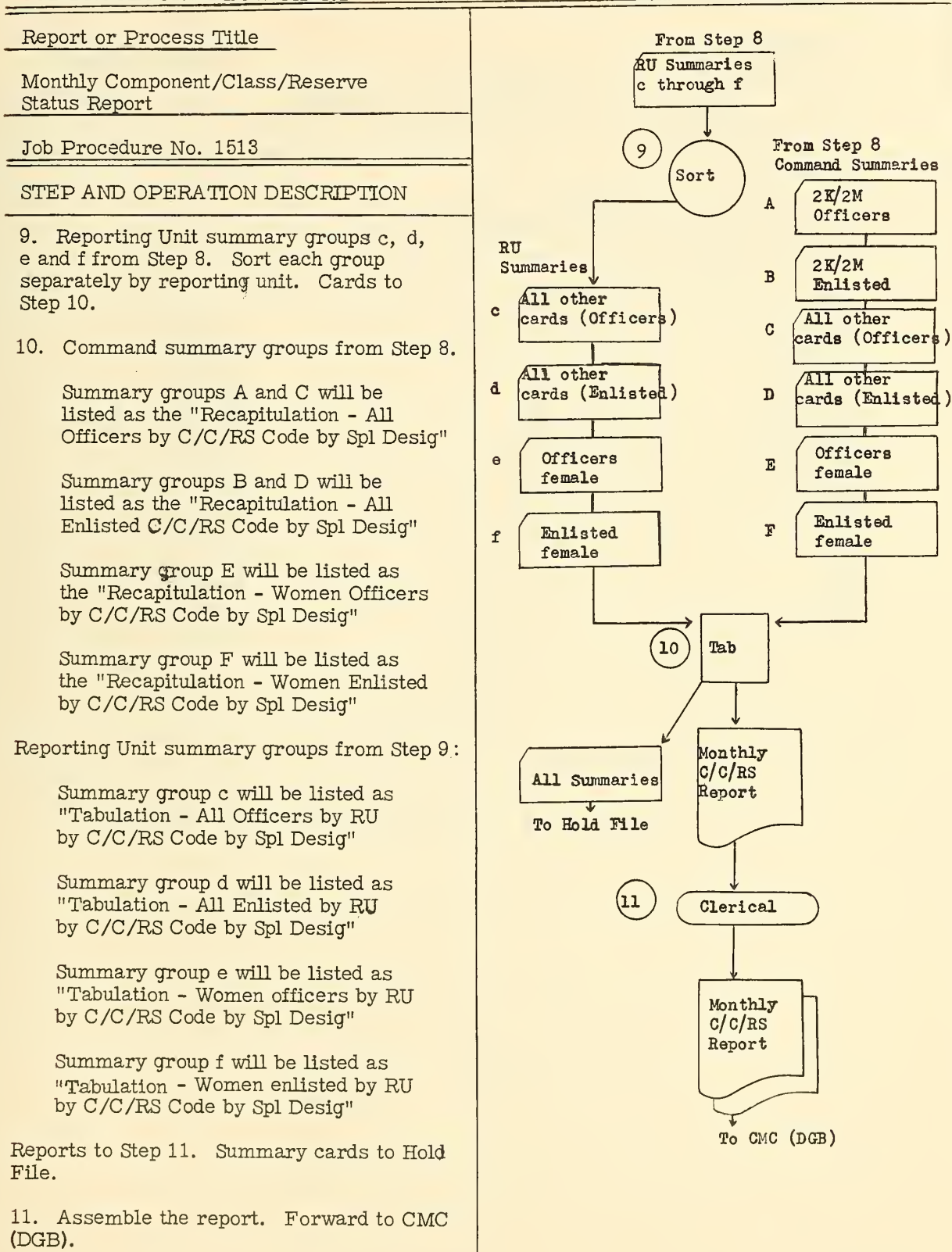
Reporting Unit summary groups c, d, e and f to Step 9.

Command summary groups, labelled A, B, C, D, E and F to Step 10.

Tabulations produced during summary operation may be discarded after verification of summary operation.



JOB PROCEDURE FLOW CHART



1. Summary Card Format:

<u>Description</u>	<u>Card Columns</u>	<u>Summary Groups</u>
District Code (e.g., 8Ø - 1st MCRRD, Ø4 - MARTCOM)	1-2	A, B, C, D, E, F
Reporting Unit Code	1-5	a, b, c, d, e, f
E - Enroute	6	A, B
Component/Class/Reserve Status Code	7	
Special Designation	8	
Total Personnel	9-14	
Ø9 or E9	15-18	
Ø8 or E8	19-22	
Ø7 or E7	23-26	
Ø6 or E6	27-31	
Ø5 or E5	32-36	
Ø4 or E4	37-42	
Ø3 or E4	43-48	
Ø2 or E2	49-54	
Ø1 or E1	55-6Ø	
W4	61-63	
W3	64-66	
W2	67-7Ø	
W1	71-74	
BLANK	75-8Ø	

DISTRICT OR REPORTING UNIT	E for Enroute C/C/RS Code Spec. Designation	Total Personnel	RECAPITULATION ALL OFFICERS BY C/C/RS CODE BY SPECIAL DESIGNATION												
			09	08	07	06	05	04	03	02	01	W4	W3	W2	W1
80	A	1199	1	1	2	14	37	73	146	292	577	4	8	15	29
		A 427				6	13	27	52	104	208	1	4	4	8
		S 123				1	8	11	18	21	32	2	5	10	15
		1749	1	1	2	21	58	111	216	417	817	7	17	29	52
	C	670	1	1	1	4	8	20	41	164	410	1	5	6	8
		A 207				2	10	20	38	60	70		1	2	4
		S 70				1	2	4	8	16	32			1	6
		947	1	1	1	7	20	44	87	240	512	1	6	9	18
	E	70				1	2	4	8	16	32			1	2
		A 140				2	4	8	16	32	64			2	4
		S 35					1	2	4	8	15			1	3
		245				3	7	14	28	56	111			4	7
		2941	2	2	3	31	85	169	331	713	1440	8	27	45	85
80	E A	12					1	1	5	2	1			1	
		12					1	1	5	2	1			1	
	C A	6				1	1	1	3						
		6				1	1	1	3						
	E S	2							1	1					
		2							1	1					
		20				1	2	2	9	3	1		1	1	

The below listed reports will all be in the same format as above and will be appropriately titled:

Recapitulation - All Enlisted; Women Officers; Women Enlisted

DISTRICT OR REPORTING UNIT	C/C/RS Code	Spec. Designation	Total Personnel	TABULATION												
				ALL OFFICERS BY REPORTING UNIT BY C/C/RS CODE BY SPECIAL DESIGNATION												
				09	08	07	06	05	04	03	02	01	W4	W3	W2	W1
80020	A		973	1	1	1	10	30	60	120	240	480	2	4	8	16
		A	330				5	10	20	40	80	160	1	2	4	8
		S	110				1	5	10	15	20	30	2	4	8	15
			1413	1	1	1	16	45	90	175	340	670	5	10	20	39
	C		670	1	1	1	4	8	20	41	164	410	1	5	6	8
		A	207				2	10	20	38	60	70		1	2	4
		S	70				1	2	4	8	16	32			1	6
			947	1	1	1	7	20	44	87	240	512	1	6	9	18
		2360	2	2	2	23	65	134	262	580	1182	6	16	29	57	
	80021	E	70				1	2	4	8	16	32		1	2	4
A		140				2	4	8	16	32	64		2	4	8	
S		35					1	2	4	8	15		1	1	3	
		245				3	7	14	28	56	111		4	7	15	
		245				3	7	14	28	56	111		4	7	15	
80300	A	14				1	1	1	2	4	1	1	1	1	1	
	A	2						1					1			
	S	2					1				1					
		18				1	2	2	2	4	2	1	2	1	1	
		18				1	2	2	2	4	2	1	2	1	1	
80301	A	142		1	2	4	8	16	32	64	1	2	4	8		
	A	63			1	2	4	8	16	32						
	S	6				1		2	1	1		1				
		211		1	3	7	12	26	49	97	1	3	4	8		
		211		1	3	7	12	26	49	97	1	3	4	8		
80302	A	70			1	2	4	8	16	32		1	2	4		
	A	32				1	2	4	8	16		1				
	S	5				1	1	1					2			
		107			1	4	7	13	24	48		2	4	4		
		107			1	4	7	13	24	48		2	4	4		

The below listed reports will all be in the same format as above and will be appropriately titled:

Tabulation - All Enlisted; Women Officers; Women Enlisted

1. Personnel Job Procedure Number 1515.
2. Report Title - SEMI ANNUAL TABULATION OF TRAINED AND UNTRAINED INACTIVE MARINE CORPS RESERVE PERSONNEL (Reports Symbol MC-1500-03).
3. GENERAL - A report consisting of tabulations of officers and enlisted personnel of each MCRRD, MCRD, and MARTCOM will be prepared as set forth below.
4. Coverage:
 - a. The following tabulations are required:
 - (1) TAB A - Trained Class II and Class III Ready Reserve Officers and Enlisted by Primary MOS spreading rank (to include male and female personnel). Report will consist of an Officers section followed by an Enlisted Section.
 - (2) TAB B - Trained Class II Male Ready Reserve Officers and Enlisted by Primary MOS spreading rank. Report will consist of an Officers section followed by an Enlisted section.
 - (3) TAB C - Trained Class III Male Ready Reserve Officers and Enlisted by Primary MOS spreading rank. Report will consist of an Officers section followed by an Enlisted section.
 - (4) TAB D - Trained Class II and Class III Women Ready Reserve Officers and Enlisted by Primary MOS spreading rank. Report will consist of an Officers section followed by an Enlisted section.
 - (5) TAB E - Untrained Class II and Class III Ready Reserve Officers and Enlisted spreading rank, showing male and female personnel separately within Training Designator Codes "R" and "U". This will be a one line total for Officers (male), Enlisted (male), Officers (female), and Enlisted (female), spreading rank for each Training Designator Code. (Fifth MCRRD: Include in TAB E all personnel in Reporting Unit 82024). Each total will be spread on a separate sheet.

NOTE: Exclude all personnel residing overseas (code ZZ in c/c 59-60), PLC, OCC, WOTC and MarCad personnel (Spl Desig code Z) from Tabs A through E. Personnel in the 14th MCRD are considered to be residing in CONUS for the purpose of this report.

- (6) TAB F - Overseas Ready Reserve Officers and Enlisted by Primary MOS spreading rank (applies to MARTCOM and 5th MCRRD only). Report will consist of an Officers section followed by an Enlisted section. (Report will include both male and female personnel.)
- (7) TAB G - Trained Class II and Class III Male Ready Reserve Officers and Enlisted by First Additional MOS spreading rank. (Personnel in TABS B and C only). Report will consist of an Officers section followed by an Enlisted section.
- (8) TAB H - Trained and Available Male Standby Reserve Officers and Enlisted by Primary MOS spreading rank. Report will consist of an Officers section followed by an Enlisted section.
- (9) TAB I - Untrained and Available Standby Reserve Officers and Enlisted spreading rank, showing male and female separately within Training Designator Codes "R" and "U". This will be a one line total for Officers (male), Enlisted (male),

Officers (female), and Enlisted (female), spreading rank for each Training Designator Code. Each total will be spread on a separate sheet.

- (10) TAB J - Trained and Available Female Standby Reserve Officers and Enlisted by Primary MOS spreading rank. Report will consist of an Officers section followed by an Enlisted section.

NOTE: Exclude all personnel residing overseas from TABS H, I. AND J. Personnel in the 14th MCRD are considered to be residing in the CONUS for the purpose of this report.

- (11) TAB K - All other personnel not included in TABS A through J. Report will consist of an Officers section followed by an Enlisted section. Reports will be by Primary MOS spreading rank.

5. Listing Arrangement (Sequence):

- a. Personnel will be tabulated by MOS spreading rank as set forth in paragraph 4 above except for TABS E and I which will be a one line total for Officers and Enlisted, male and/or female, for each of the Training Designator Codes "R" and "U".

6. Number of Report Copies Required by HQMC:

- a. Original and three (3) copies to CMC (DGB) with summary cards by 28 February or 31 August.

7. Control Date:

- a. As of the last day of January and July.

8. Card Submission:

- a. Summary cards will be submitted with each report.

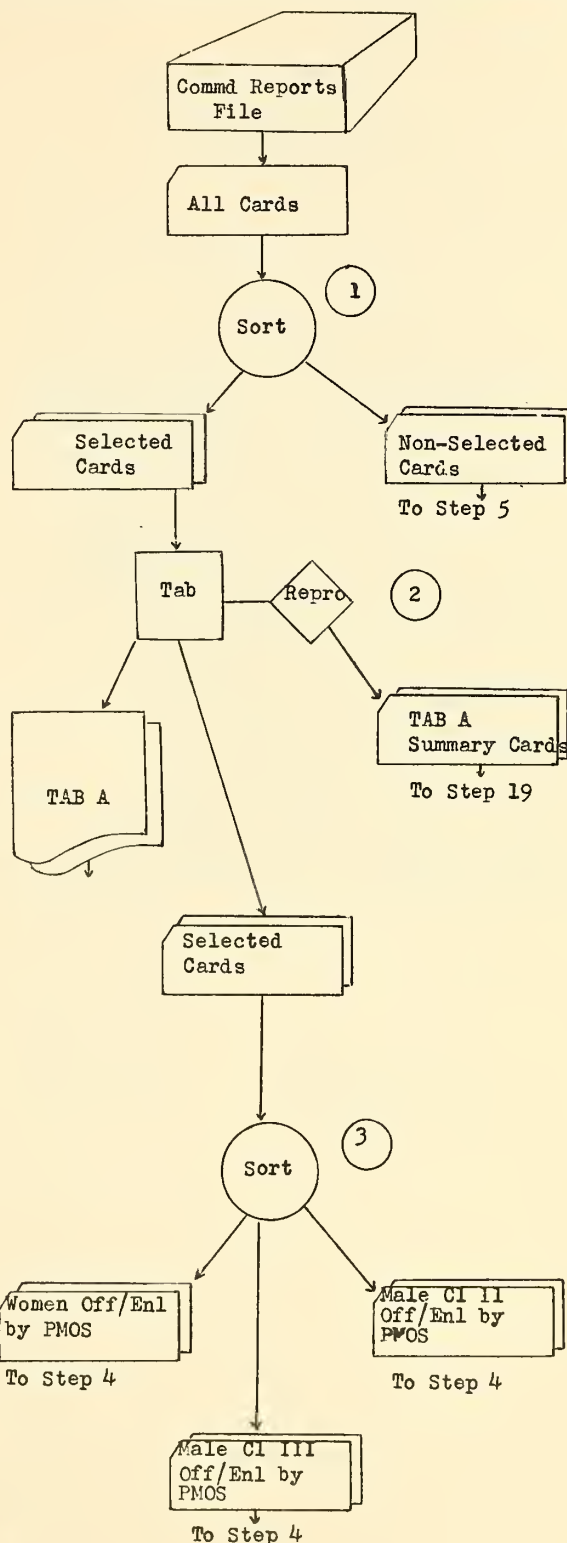
Report or Process Title

Semi Annual Tabulation of Trained &
Untrained Inactive Marine Corps
Reserve Personnel (MC-1500-03)

Job Procedure No. 1515

STEP AND OPERATION DESCRIPTION

1. Select all Trained Ready Reserve Officers and Enlisted (include male and female, Class II and Class III) but do not include PLC/OCC/WOTC/MarCad personnel or personnel residing overseas (code ZZ in c/c 59-60). Sort selected accounting cards by Primary MOS, officers first followed by enlisted and forward to Step 2. Non-selected accounting cards to Step 5.
2. Accounting cards from Step 1 are tabulated and summarized (see summary card format) by Primary MOS spreading rank. Officers are tabulated as one section and enlisted as another. Label these tabulations as "TAB A" and forward with the summary cards to Step 19. Accounting cards are forwarded to Step 3.
3. Accounting cards from Step 2. Select the women officers and women enlisted, maintaining them in the same sequence as in Step 2 and forward them to Step 4. Remaining accounting cards are sorted into Class II and Class III personnel. Sort each group into Primary MOS sequence, officers first then enlisted and forward to Step 4.



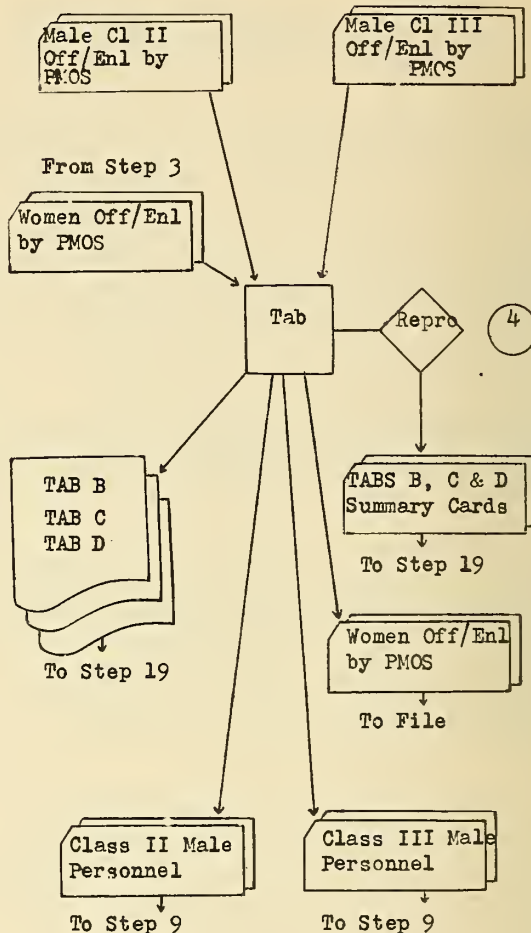
Report or Process Title

Semi Annual Tabulation of Trained & Untrained Inactive Marine Corps Reserve Personnel (MC-1500-03)

Job Procedure No. 1515

STEP AND OPERATION DESCRIPTION

4. Accounting cards from Step 3. Tabulate and summarize Class II Male Officers and then Class II Male Enlisted by Primary MOS spreading rank. Label this tabulation as "TAB B" and forward with the summary cards to Step 19. Tabulate and summarize Class III Male Officers and then Class III Male Enlisted by Primary MOS, spreading rank. Label this tabulation as "TAB C" and forward with the summary cards to Step 19. Tabulate and summarize Women Ready Reserve Officers and then Women Ready Reserve Enlisted by Primary MOS, spreading rank. Label this tabulation as "TAB D" and forward with the summary cards to Step 19. Forward cards of Trained Women Ready Reserves to file. Forward accounting cards of Male Class II personnel and Male Class III personnel to Step 9.



Report or Process Title

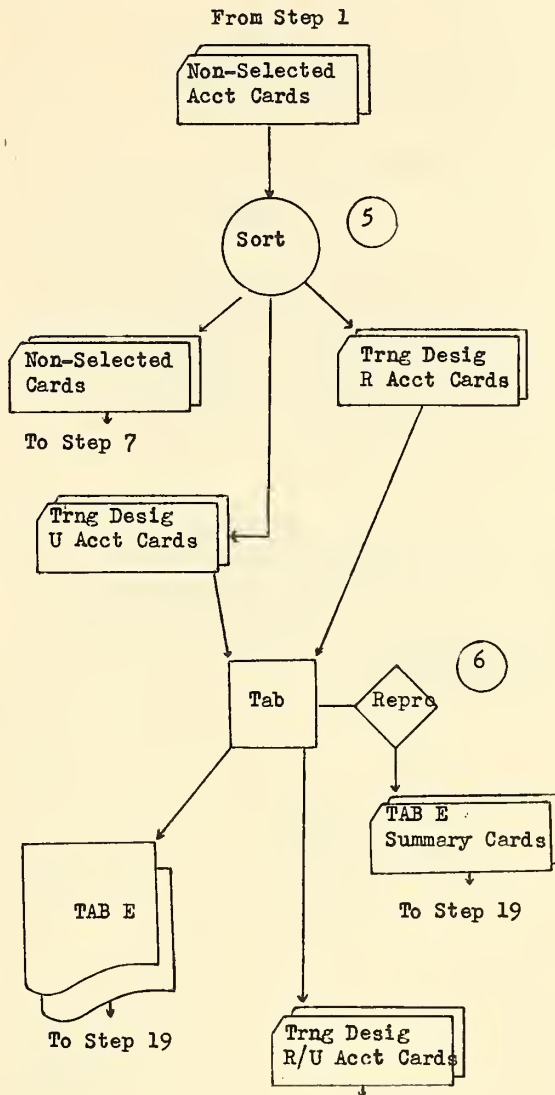
Semi Annual Tabulation of Trained &
Untrained Inactive Marine Corps
Reserve Personnel (MC-1500-03)

Job Procedure No. 1515STEP AND OPERATION DESCRIPTION

5. Accounting cards from Step 1. Select Ready Reserve Officers and Enlisted who have an "R" or "U" for Training Designator Code.* Sort the "R" cards into two (2) groups - male enlisted, and female enlisted. Sort the "U" cards into four (4) groups - male officers, male enlisted, female officers and female enlisted. Forward in six (6) groups to Step 6. Forward all other accounting cards to Step 7.

6. Accounting cards from Step 5. Tabulate and summarize each of the six (6) groups of accounting cards on a separate sheet. Each group will be tabulated as a one line total spreading rank. (These tabulations and the summary cards there-with will not have a Primary MOS in them). Label tabulations as "TAB E" and forward with summary cards to Step 19. Forward accounting cards to file.

* NOTE: Do not include personnel residing overseas (code ZZ in Dependents Location field).



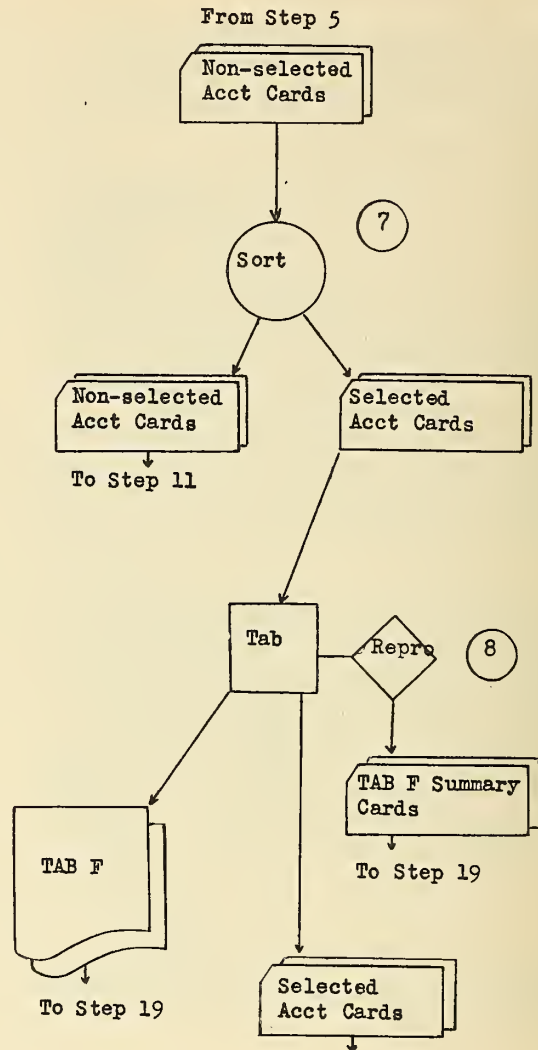
Report or Process Title

Semi Annual Tabulation of Trained & Untrained Inactive Marine Corps Reserve Personnel (MC-1500-03)

Job Procedure No. 1515STEP AND OPERATION DESCRIPTION

7. Select Overseas Ready Reserve Officers and Enlisted from the cards from Step 5 (applies to MARTCOM & 5th MCRRD only). Sort these accounting cards into Primary MOS sequence, officers first then enlisted. Forward non-selected accounting cards to Step 11. Sorted accounting cards to Step 8.

8. Tabulate the accounting cards from Step 7 by Primary MOS, spreading rank, officers first then enlisted. Label tabulation as "TAB F" and forward with summary cards to Step 19. Forward accounting cards to file.



Report or Process Title

Semi Annual Tabulation of Trained & Untrained Inactive Marine Corps Reserve Personnel. (MC-1500-03)

Job Procedure No. 1515

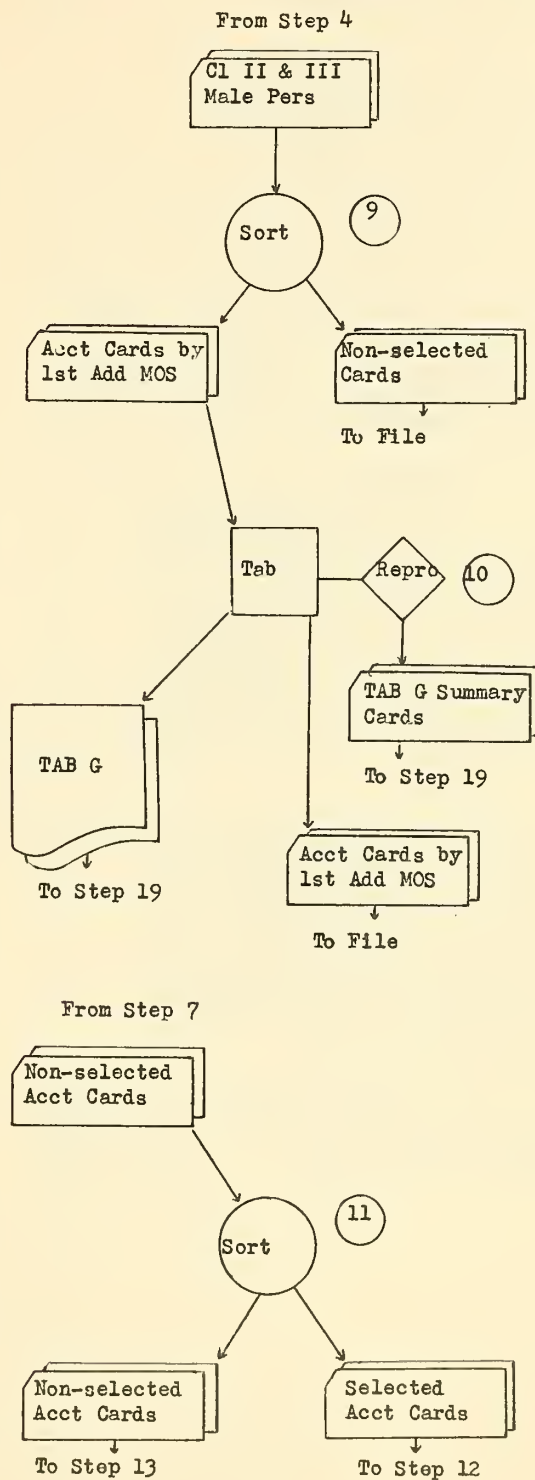
STEP AND OPERATION DESCRIPTION

9. Cards from Step 4 are sorted by First Additional MOS and are separated into officers and enlisted. First Additional MOS cards to Step 10 in two (2) groups. Cards without First Additional MOS to file.

10. Tabulate and summarize the accounting cards from Step 9, officers first and then enlisted by First Additional MOS, spreading rank. Label tabulations as "TAB G" and forward with summary cards to Step 19. Forward accounting cards to file.

11. Accounting cards from Step 7. Select accounting cards of Trained and Available Standby Reserve Male Officers and Male Enlisted.* Sort selected cards into Primary MOS sequence, officers first, then enlisted. Non-selected accounting cards to Step 13. Selected and sorted accounting cards to Step 12.

NOTE: Do not include personnel residing overseas (code ZZ in Dependents Location Field).



Report or Process Title

Semi Annual Tabulation of Trained & Untrained Inactive Marine Corps Reserve Personnel (MC-1500-03)

Job Procedure No. 1515

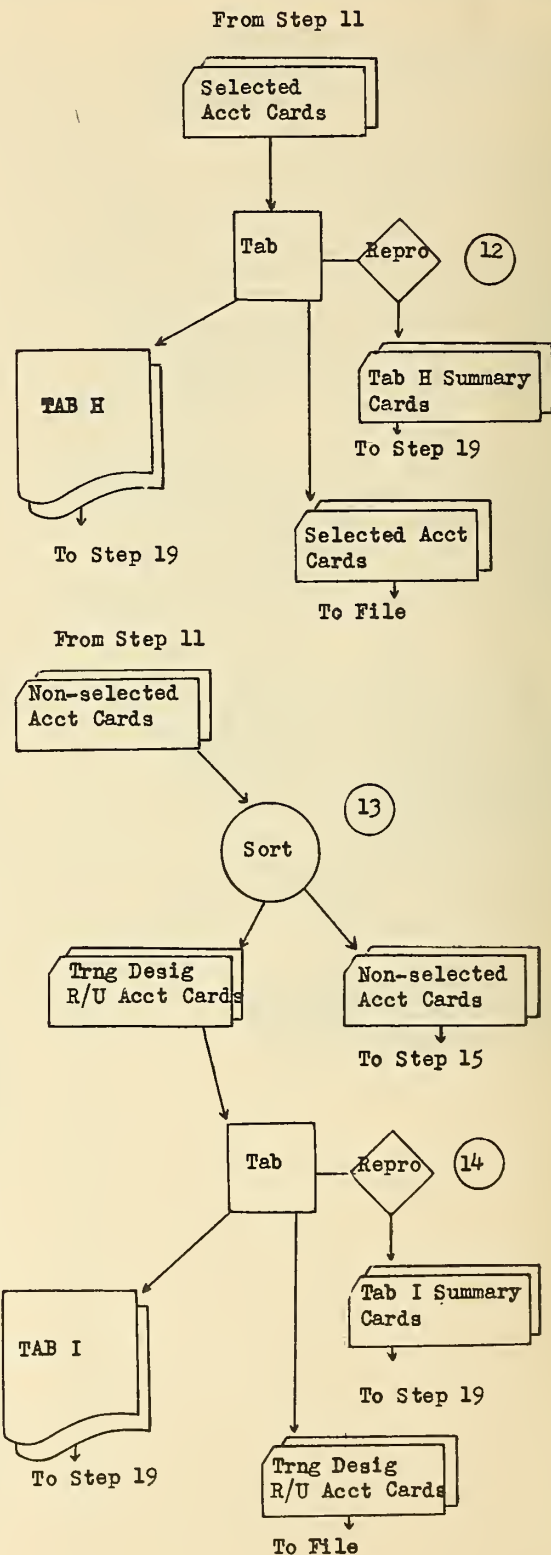
STEP AND OPERATION DESCRIPTION

12. Accounting cards from Step 11 are tabulated and summarized by Primary MOS, spreading rank, male officers first then male enlisted. Label tabulations as "TAB H" and forward with summary cards to Step 19. Accounting cards to file.

13. Non-selected accounting cards from Step 11. Select Male and Female Untrained and Available Standby Reserve Officers and Enlisted who have a Training Designator Code of "R" or "U."* Sort "R" cards into male and female enlisted. Sort "U" cards into male officers and enlisted, and female officers and enlisted. Selected cards in six (6) groups to Step 14. Non-selected cards to Step 15.

14. Accounting cards from Step 13 in six (6) groups. Tabulate and summarize each of the six (6) groups of cards on a separate sheet. (These tabulations and the summary cards therewith will not have a Primary MOS in them). Label tabulations as "TAB I" and forward with summary cards to Step 19. Accounting cards to file.

* NOTE: Do not include personnel residing overseas (code ZZ in Dependents Location Field).



Report or Process Title

Semi Annual Tabulation of Trained & Untrained Inactive Marine Corps Reserve Personnel (MC-1500-03)

Job Procedure No. 1515

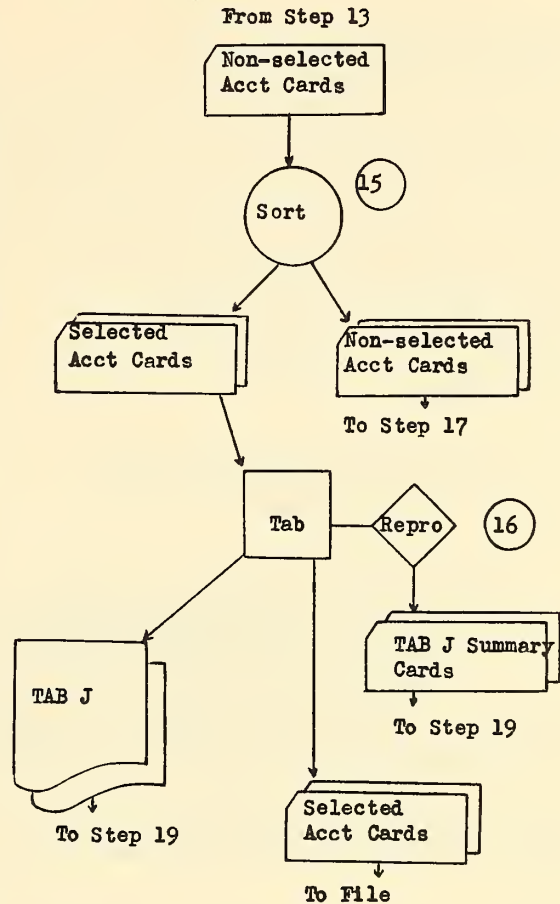
STEP AND OPERATION DESCRIPTION

15. Non-selected accounting cards from Step 13. Select Trained and Available Standby Reserve Female Officers and Female Enlisted.* Sort by Primary MOS, officers first then enlisted and forward to Step 16. Non-selected accounting cards to Step 17.

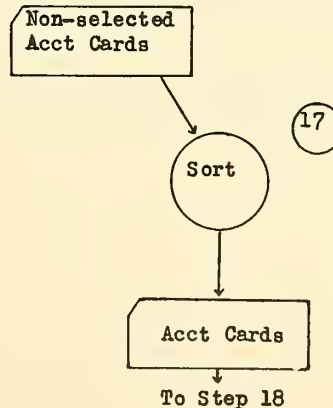
16. Accounting cards from Step 15. Tabulate and summarize Trained and Available Female Standby Reserve Officers and Enlisted by Primary MOS, spreading rank. Label tabulations as "TAB J" and forward with summary cards to Step 19. Accounting cards to file.

17. Sort accounting cards from Step 15 by Primary MOS, officers first then enlisted and forward to Step 18.

*NOTE: Do not include personnel residing overseas (code ZZ in Dependents Location Field).



From Step 15



Report or Process Title

Semi Annual Tabulation of Trained &
Untrained Inactive Marine Corps
Reserve Personnel (MC-1500-03)

Job Procedure No. 1515

STEP AND OPERATION DESCRIPTION

18. Accounting cards from Step 17. Tabulate and summarize by Primary MOS spreading rank, officers first then enlisted. Label tabulations as "TAB K" and forward with summary cards to Step 19. Accounting cards to file.

19. Tabulations from Steps 2, 4, 6, 8, 10, 12, 14, 16 and 18. Head each tabulation as per samples below:

TAB A

TRAINED READY RESERVE OFFICERS
MALE AND FEMALE CLASS II AND CLASS III
BY PRIMARY MOS SPREADING RANK

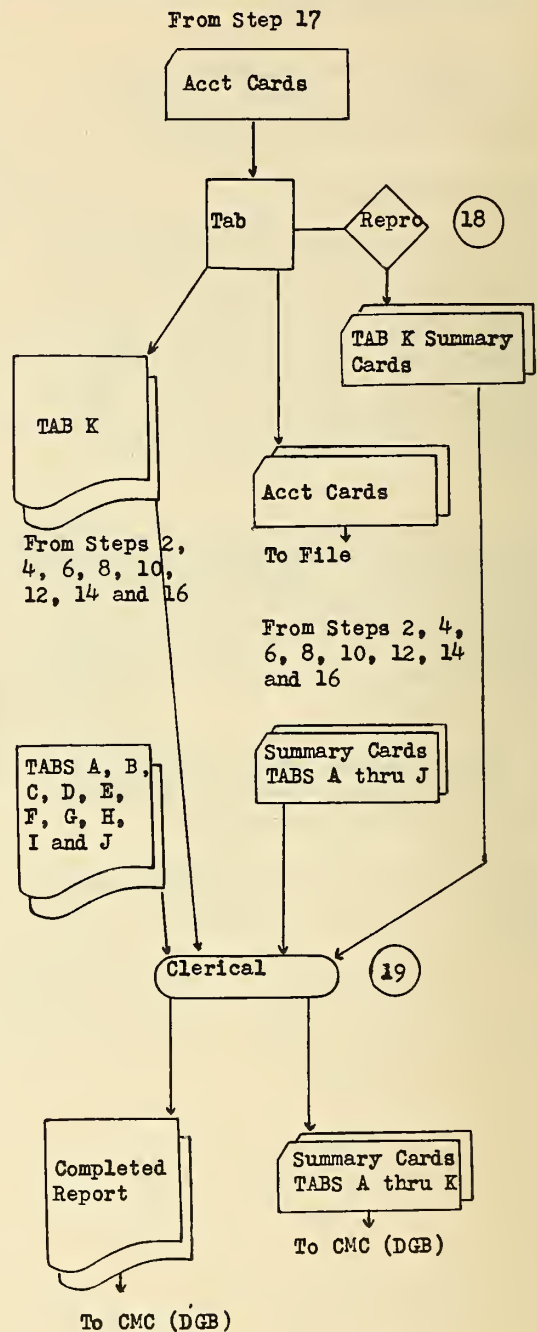
TAB C

TRAINED CLASS III READY RESERVE ENLISTED
(MALE) BY PRIMARY MOS SPREADING RANK

Assemble all tabulations "TAB A" through "TAB K" and prepare a cover sheet per sample below:

SEMI ANNUAL TABULATION OF TRAINED &
UNTRAINED INACTIVE MARINE CORPS
RESERVE PERSONNEL
FIRST MARINE CORPS RESERVE AND
RECRUITMENT DISTRICT
AS OF 31 JANUARY 1959

Assemble all summary cards "TAB A" through "TAB K". Keep in order and forward with tabulations to CMC (DGB).



1. Summary Card Format is as listed below:

<u>Card</u> <u>Columns</u>	<u>Description</u>
1- 2	District Code (e.g., 80 - All personnel of the 1st MCRRD, 04 - All personnel of MARTC)
3	Tab Letter
4- 7	Primary MOS or 1st Additional MOS
9-14	Total Personnel
15-18	09 or E9
19-22	08 or E8
23-26	07 or E7
27-31	06 or E6
32-36	05 or E5
37-42	04 or E4
43-48	03 or E3
49-54	02 or E2
55-60	01 or E1
61-63	W4
64-66	W3
67-70	W2
71-74	W1
75	Gang Punch the following informational codes:
	1 - All Officers (Use when male and female are combined)
	2 - All Enlisted (Use when male and female are combined)
	3 - Male Officers
	4 - Male Enlisted
	5 - Female Officers
	6 - Female Enlisted

DISTRICT CODE TAB LETTER INFORMATIONAL CODE	TAB A TRAINED READY RESERVE OFFICERS CLASS II AND CLASS III														
	MOS	TOT PERS	09	08	07	06	05	04	03	02	01	W4	W3	W2	W1
80 A 1	0102	3					1	1	1						
	0130	10					1	3	6						
		13					2	4	7						
	0302	150					10	50	60	20	4	1	1	1	3
		150					10	50	60	20	4	1	1	1	3
	9903	1		1											
	9906	5				5									
		6		1		5									
		169		1		5	12	54	67	20	4	1	1	1	3

The below listed reports will all be in the same format as TAB A and will be titled as shown below:

TAB B Trained Class II Male Ready Reserve Officers
 TAB C Trained Class III Male Ready Reserve Officers
 TAB D Trained Class II and Class III Women Ready Reserve Officers
 TAB F Overseas Ready Reserve Male and Female Officers
 TAB G Trained Class II and Class III Male Ready Reserve Officers by First Additional MOS
 TAB H Trained and Available Male Standby Reserve Officers
 TAB J Trained and Available Female Standby Reserve Officers
 TAB K All Other Officers Marine Corps Reserve not included in TABS A thru J

DISTRICT CODE	TAB LETTER	INFORMATIONAL CODE	TAB A										
			TRAINED READY RESERVE ENLISTED CLASS II AND CLASS III										
			MOS	TOT PERS	E9	E8	E7	E6	E5	E4	E3	E2	E1
80	A	2	0100	50			1	2	4	8	16	19	
			0141	75			10	5	15	20	25		
			0171	5			1	1	1	1	1		
				130			12	8	20	29	42	19	
			0311	575						175	400		
			0331	77						23	54		
			0369	5			1	2	2				
			0398	1		1							
			0399	1	1								
				659	1	1	1	2	2	198	454		
				789	1	1	13	10	22	227	496	19	

The below listed reports will all be in the same format as TAB A and will be titled as shown below:

TAB B Trained Class II Male Ready Reserve Enlisted
 TAB C Trained Class III Male Ready Reserve Enlisted
 TAB D Trained Class II and Class III Female Ready Reserve Enlisted
 TAB F Overseas Ready Reserve Male and Female Enlisted
 TAB G Trained Class II and Class III Male Ready Reserve Enlisted by First Additional MOS
 TAB H Trained and Available Male Standby Reserve Enlisted
 TAB J Trained and Available Female Standby Reserve Enlisted
 TAB K All other Enlisted Marine Corps Reserve not included in TABS A thru J

DISTRICT CODE TAB LETTER INFORMATIONAL CODE	MOS	TOT PERS	TAB E UNTRAINED CLASS II AND CLASS III READY RESERVE MALE OFFICERS WITH TRAINING DESIGNATOR CODE U												
			09	08	07	06	05	04	03	02	01	W4	W3	W2	W1
80 E 3		10									10				
		10									10				
		10									10				

The below listed reports will all be in the same format as TAB E and will be titled as shown below:

TAB E Untrained Class II and Class III Ready Reserve Women Officers with Training Designator Code U
 TAB I Untrained Standby Reserve Male Officers with Training Designator Code U
 TAB I Untrained Standby Reserve Female Officers with Training Designator Code U

DISTRICT CODE	TAB LETTER	INFORMATIONAL CODE	TAB E										
			UNTRAINED CLASS II AND CLASS III READY RESERVE MALE ENLISTED WITH TRAINING DESIGNATOR CODE R										
			MOS	TOT PERS	E9	E8	E7	E6	E5	E4	E3	E2	E1
80	E	4		200								5	195
				200								5	195
				200								5	195

The below listed reports will all be in the same format as TAB E and will be titled as shown below:

TAB E Untrained Class II and Class III Ready Reserve Male Enlisted with Training Designator Code U
 TAB E Untrained Class II and Class III Ready Reserve Women Enlisted with Training Designator Code R
 TAB E Untrained Class II and Class III Ready Reserve Women Enlisted with Training Designator Code U
 TAB I Untrained Standby Reserve Male Enlisted with Training Designator Code R
 TAB I Untrained Standby Reserve Male Enlisted with Training Designator Code U
 TAB I Untrained Standby Reserve Female Enlisted with Training Designator Code R
 TAB I Untrained Standby Reserve Female Enlisted with Training Designator Code U

1. Personnel Job Procedure Number 1516.
2. Report Title - FOREIGN LANGUAGE REPORT OF ALL INACTIVE MARINE CORPS RESERVE PERSONNEL (Reports Symbol MC-1500-04).
3. GENERAL - A report, consisting of a listing of officers and a listing of enlisted personnel personnel of MARTC and each MCRRD or MCRD, by Foreign Language Code, prepared as set forth below.
4. Coverage:
 - a. The following listings will be prepared:
 - (1) Listing of all Inactive Marine Corps Reserve Officers who have a Foreign Language Code.
 - (2) Listing of all Inactive Marine Corps Reserve Enlisted who have a Foreign Language Code.
5. Listing Arrangement (Sequence):
 - a. Personnel will be listed by Foreign Language Code (Code 01 to 99) and within Foreign Language Code by name alphabetic. Manually insert code JB after code 02 and code JE after code 05. Officers will be prepared as one section, enlisted personnel as the second section.
 - b. Listings will show the following items of information in the sequence shown: Name, Rank, Service Number, Primary MOS, Foreign Language Code, Component/Class/Reserve Status Code, EOS, and Reporting Unit Code.
 - c. Rank spread totals will be shown at the end of each section.
6. Number of Report Copies Required by HQMC:
 - a. Original and five (5) copies to CMC (Code DGB).
7. Control Date:
 - a. As of 31 December and due in HQMC by 31 January of each year.
8. Card Submission:
 - a. None required.

Report or Process Title

Foreign Language Report of All Inactive
Marine Corps Reserve Personnel
(MC-1500-04)

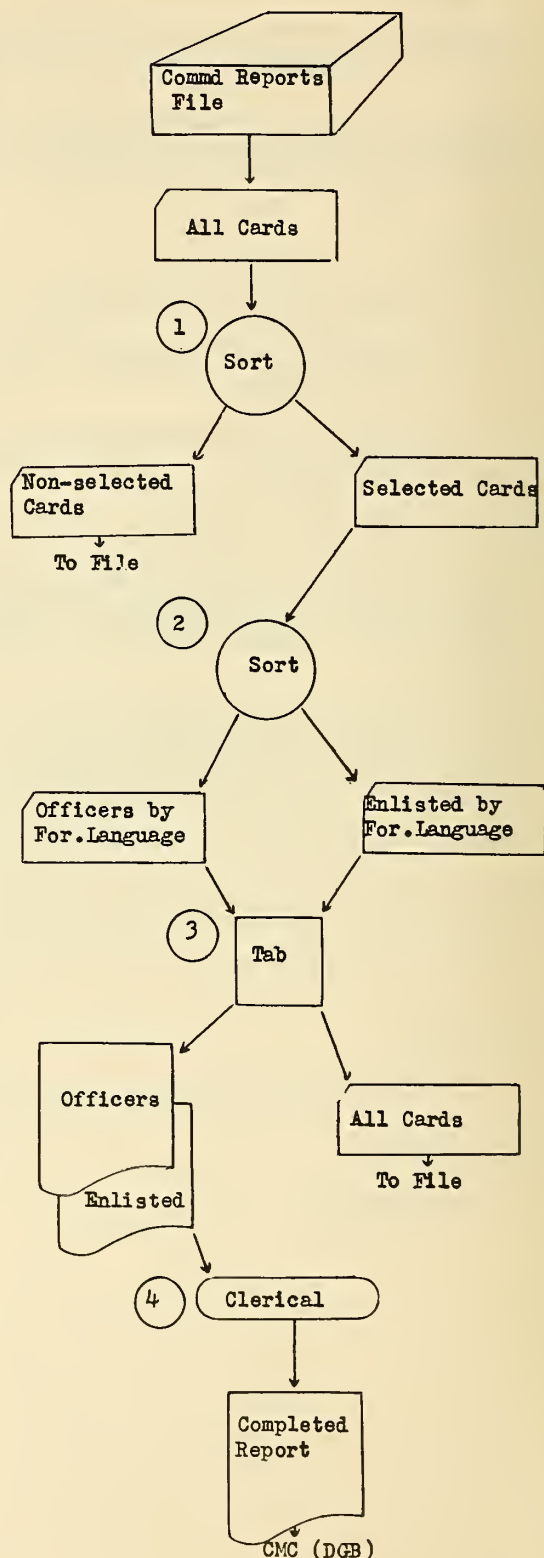
Job Procedure No. 1516STEP AND OPERATION DESCRIPTION

1. Volunteer MCR Files and Organized MCR Files are sorted on Foreign Language Code. Select all cards with a Foreign Language Code rejecting all others. Rejected cards to file. Selected cards to Step 2.

2. Selected cards from Step 1. Sort ten (10) digits of last name alphabetic, then sort by Foreign Language Code. In sorting on Foreign Language Code sort last digit alphabetic but only sort first digit Column 70 numeric. Manually insert cards with code JB after code Ø2 and code JE after code Ø5. Select the officers from the enlisted personnel and forward in two groups to Step 3.

3. Cards from Step 2. List the officers as one section of the report and enlisted personnel as the second section. (Wire control panel to print alphabetic information from columns 70 and 71 of the cards). Single space listings. Cards to file. Listings to Step 4.

4. Carbon strip and assemble reports. Officers will be assembled as one section and enlisted personnel as a second section. Prepare cover sheet. Book reports and forward to CMC (Code DGB).



FOREIGN LANGUAGE REPORT

1	23	4	5	6	7	8	9	10
ADAMS	HR	E5	658840	0141	J4	A	8 62	04111
ARNETT	P	E2	1638365	0100	29	C	1 66	03502
AZARELLO	AG	E2	1638344	3000	36	A	11 65	04215
BOND	H	E2	1403370	6400	45	A	3 62	04111
COZENZI	A	E4	555452	5711	46	C	5 61	03502
FRANKLIN	J	E1	1637350	9900	P2	A	7 64	04142
JOYNER	JM	E7	1069607	6412	72	E	6 60	03506
MANDOR	EB	E2	1537743	6412	74	C	1 65	03504
MORIN	L	E7	1110886	6413	E3	D	11 59	03504
PLANT	CK	E4	1130148	0300	97	A	3 60	04113
ZERKES	AT	E4	1356125	6481	98	A	10 61	04716

11

2

1

3

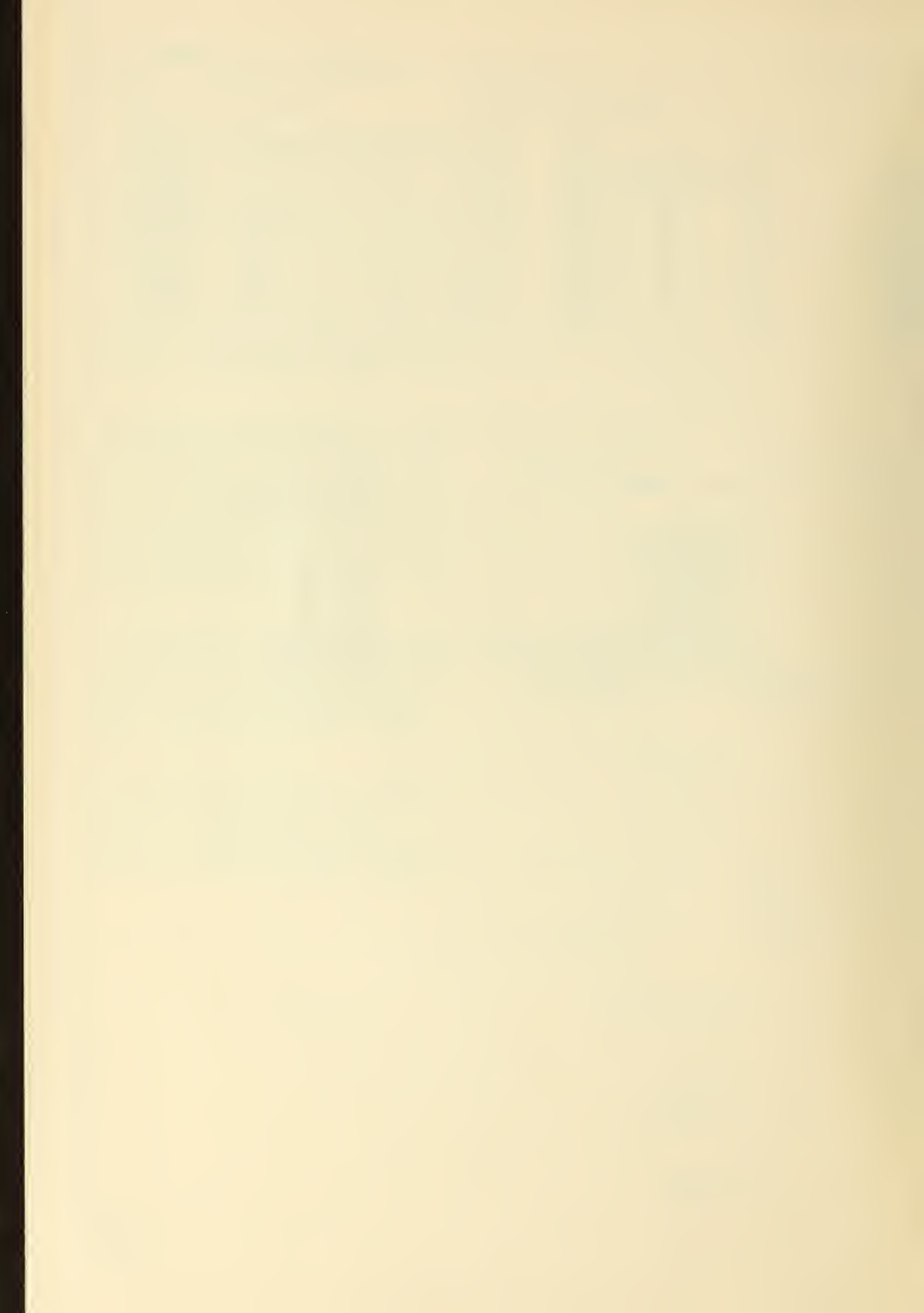
5

COLUMN

ITEM OF INFORMATION

TOTALS

1	Last Name	Total Rank Spread
2	First Initial	
3	Second Initial	
4	Rank Code	
5	Service Number	Total E7
6	Primary MOS	Total E6
7	Foreign Language Code	Total E5
8	Component/Class/Reserve Status Code	Total E4
9	Expiration of Obligated Service	Total E3
10	Reporting Unit Code	Total E2/E1



1. Personnel Job Procedure 1521

2. Report Title - ANTICIPATED ACCOUNTS FILE, INACTIVE RESERVE

3. GENERAL

a. The Anticipated Accounts File consists of duplicate transfer accounting cards received from other Data Processing Installations.

b. At the option of the DPO the Anticipated Accounts File content may be extended to include duplicate transfer accounting cards within the accounting jurisdiction of the DPI.

c. This file will be searched monthly for cards containing months of transfer which indicate that the individuals should have been joined. If any are present, the following action will be taken:

(1) If the individual is joined on the rolls of the accounting jurisdiction with a skeleton card, the anticipated accounts card will be used to complete such cards.

(2) If the individual is joined on the rolls of the accounting jurisdiction with a complete card, the anticipated accounts card will be compared against such cards, discrepancies reconciled, and then the anticipated accounts card will be destroyed.

(3) If the individual has been dropped to the accounting jurisdiction of another DPI those complete cards will be forwarded to the joining DPI immediately.

(4) If there is no record of the individual, such accounting cards will be disposed of at the discretion of the Data Processing Officer.

d. During the coding analyst's daily processing, he will use this file to extract the latest card on individuals who are reported as having been joined.

4. Coverage

a. Accounting cards of all officer and enlisted personnel due to report under the accounting jurisdiction of the DPI.

5. Listing Arrangement (Sequence):

a. None.

6. Number of Report Copies Required by HQMC:

a. None

7. Control Date:

a. Daily.

8. Card Submission:

a. None.

JOB PROCEDURE FLOW CHART

Report or Process Title

Anticipated Accounts File

Job Procedure No. 1521

STEP AND OPERATION DESCRIPTION

DAILY

1. Anticipated Accounts transfer type cards are received daily from other DPis. These cards are sorted into five (5) columns alpha (name) and within name by service number sequence. Cards to Step 2.

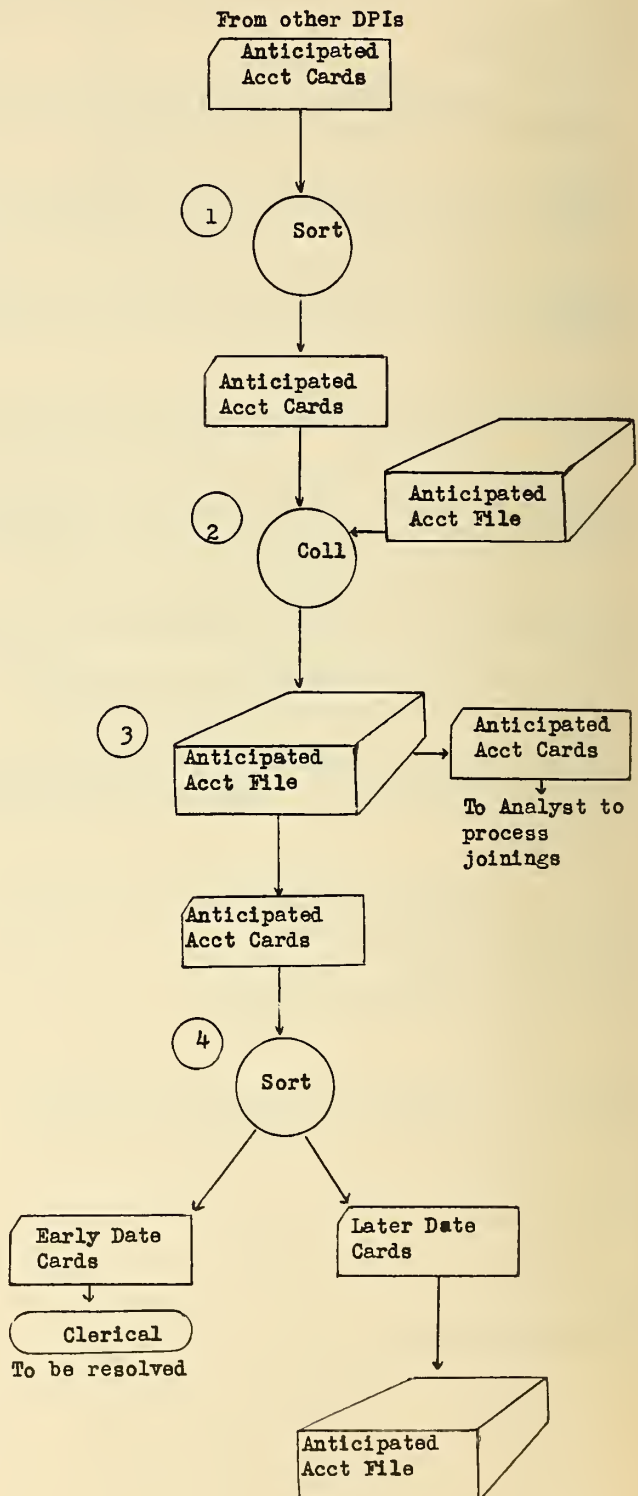
2. Merge the new accounting cards from step 1 into the Anticipated Accounts. Cards to step 3.

3. Retain the Anticipated Accounts File in Alphabetical Sequence and within Alpha Sequence by Service Number for Analyst File Processing of joinings.

MONTHLY

4. The Anticipated Accounts File is sorted to remove early date cards, e.g., during the January check, cards with transfer date of November or earlier are considered to be early date cards. Early date cards to step 5. Later date cards are returned to file.

5. The cards with an early date are resolved against the local files. Unresolved cards are disposed of at the discretion of the DPO.



1. Personnel Job Procedure Number 1995.

2. Report Title - ANALYST PRODUCTIVE TIME, PERSONNEL ACCOUNTING SYSTEM, CLERICAL, INACTIVE RESERVE.

3. GENERAL

a. The purpose of this procedure is to provide a means of identifying analyst productive time in the preparation of utilization reports of the Data Processing Installation. In order to accomplish this objective, all analyst productive time will be recorded under this job procedure number.

b. Detailed instructions governing the analyst function are contained in Chapter 3. Figures 3-1, 3-2 and 3-3 illustrate the flow of the analyst productive efforts within the Data Processing Installation.

c. Audits - Responsibility for control over the accuracy of data entered into the Personnel Accounting System is vested in the Chief Analyst.

4. Coverage:

a. All productive actions in the analyst function will be recorded under this procedure number.

b. Productive time expended in the maintenance of both Organized Reserve and Volunteer Reserve accounts is recorded under this procedure number, without distinction being made due to type of account.

5. Listing Arrangement (Sequence):

a. Control listings are a direct by-product of this procedure and are covered under Personnel Job Procedure Number 1501.

b. Static Card listings are required in the transmittal of Enlistment Contracts and Records to HQMC (See paragraph 2430).

6. Number of Report Copies required by HQMC:

a. Static Card listing (original) to CMC(DGK).

7. Control Date:

a. Daily.

8. Card Submission:

a. Two (2) MC PERSONNEL STATIC CARDS to Mail and File Room with each enlistment contract and record for forwarding to CMC (DGK). See paragraph 2430.

b. When the necessity arises to forward a completed static card to replace a skeleton static card previously forwarded, such card will be forwarded by letter to CMC (ABA-4) for manual processing. Copy of this card will not be forwarded to HQMC under Personnel Job Procedure Number 1503.

c. Since the HQMC Control File is processed on latest date of change (See paragraph 1240),

when the necessity arises to forward an accounting card bearing a date of change earlier than any previous card submitted to HQMC, copy of such card must be forwarded by letter to CMC (ABA-4) for manual processing. The original is forwarded to HQMC under Personnel Job Procedure Number 1503.

(1) The card forwarded by letter is hand filed into the Control File in place of the latest date card already in the file.

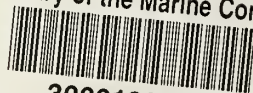
(2) The card forwarded under Job Procedure Number 1503 is necessary in order that the action reflected by the earlier date card may enter the tabulations prepared from accounting cards forwarded under this procedure.

Personnel Accounting Manual.

14655

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